

**WILLIAM OSLER HEALTH SYSTEM FOUNDATION
JOB POSTING**

JOB TITLE: Executive Assistant & Manager, Board Governance & President's Office
REPORTING TO: President & CEO
LOCATION: Peel Memorial Centre for Integrated Health & Wellness, with periodic travel to Brampton Civic and Etobicoke General Hospitals; hybrid model including work from home

Osler Foundation envisions healthier communities through giving. We are the fundraising arm of William Osler Health System (Osler), who serves 1.3 million people in Brampton, Caledon, North Mississauga, Etobicoke, and the surrounding region. This is one of the fastest-growing and most ethnically diverse regions of Canada.

Osler Foundation enables our community to philanthropically support quality health care close to home, in a way that is meaningful to them. The funds raised support the clinical priorities at Brampton Civic Hospital and Etobicoke General Hospital, Osler's two acute-care sites, and Peel Memorial Centre for Integrated Health and Wellness.

As part of the Osler System family, we are committed to providing a fulfilling work environment that inspires our staff to learn, innovate and grow. Year after year, Osler is proud to be recognized as one of Greater Toronto's Top Employers and Canada's Best Diversity Employers.

Osler Foundation is equally committed to supporting our employees through flexible work arrangements, professional development, and a commitment to creating an environment of inclusiveness and belonging. Our team members are highly effective leaders, instructors, and mentors within the philanthropy sector with the Association of Fundraising Professionals (AFP) and Association of Healthcare Philanthropists (AHP), including as current Chair, AFP Canada and AFP Fundraiser of the Year, 2019.

Position Description:

This role is responsible for confidential executive and management support to the Office of the President & CEO and the Board of Directors of William Osler Health System Foundation. Reporting to the President & CEO, this role is responsible for supporting the day-to-day activities of the President's office and for leading the Board and Associated Committees portfolio.

This role is often the first point of contact for Foundation relationships, making this role a visible and critical ambassador for the Foundation. This position requires someone who is able to prioritize and multi-task, and be flexible to changing priorities while also producing high-quality and accurate deliverables. This position requires a high level of professionalism and confidentiality.

Responsibilities:**Board & Associated Committees**

- Responsible for ensuring compliance with the Board Fiscal Work Plan
- Leads the planning and organization of all meetings of the Board of Directors and its associated committees, including the Annual General Meeting, Board Orientation and Board Retreat
- Responsible for the logistics of the Board of Directors meetings, including:
 - Securing meeting space, AV requirements, and catering
 - Compiling meeting packages
 - Ensuring that appropriate notice period(s) are met
 - Securing guest speakers to fulfil Mission Moment and Education Sessions
 - Preparing documents for the Chair of the Board and/or associated committees
- By-law and Policy management – manage the annual review/approval cycle
- Minutes management:
 - Capture meeting minutes and distribute them to appropriate staff for approval
 - Maintain the corporate minute books (i.e., Board, Finance, Governance)
- Manual management:
 - Ensure the Board Orientation Manual is updated and disseminated to new Board Members
 - Maintain the Governance Manual (By-laws, Policies, Guidelines, Terms of Reference)
- Support Board nomination process, including: managing the candidate pipeline and supporting the recruitment and orientation process
- Support board engagement in fundraising
- Fulfill liaison responsibilities through bespoke communication/outreach/stewardship to individual Board members

Support the President & CEO

- Manage the activities of the office of the President & CEO as it relates to the overall operation of the Foundation, the Board of Directors and associated committees
- Proactively maintain the President & CEO's calendar, including: scheduling meetings, providing meeting materials, and making travel arrangements
- Monitor the progress of projects involving the President & CEO; track and assist in ensuring timely completion of various action items
- Screen calls, mail and related inquiries directed to the President & CEO
- Draft, edit and prepare responses on all matters, including sensitive and confidential items
- Budget management involving invoice processing and expense report preparation and review
- documents and meeting materials, as needed and as requested by various Foundation departments
- Process the Foundation's payroll bi-monthly

Qualifications:

- 3 years of administrative experience, preferably at the executive level
- 3 years of experience with the governance processes of a not-for-profit
- Experience independently organizing meetings, maintaining calendars and setting priorities

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- Organizational skills sufficient to independently establish priorities and use sound judgment in carrying out multiple assignments promptly, often with minimal day-to-day supervision
- Acute attention to detail
- Advanced level proficiency with MS Office, Word, Excel and PowerPoint
- General knowledge of fundraising and of Raiser's Edge CRM are assets
- Holds a current driver's license and access to a vehicle
- Ability to work outside of regular business hours on occasion (i.e. Board meetings)
- Post-secondary education or equivalent combination of education and relevant work experience

What you will enjoy:

- A comprehensive benefits package including a defined-benefit pension plan (HOOPP), outstanding health/dental benefits, and a generous vacation allowance
- An expected salary range of \$70,000-\$80,000
- Opportunity for flexible work arrangements
- State-of-the-art accessible facility located close to major highways in Brampton, Ontario
- A dynamic and professional office setting in a hospital environment

Application Instructions:

Please submit your cover letter and resume by email, as a PDF or Word document to Ken Mayhew, President & CEO, via email to: Corinne.shannon@williamoslerhs.ca

Subject Line: Executive Assistant & Manager, Board Governance & President's Office

Deadline: Monday, October 10, 2022 at 5pm

Osler values inclusivity and diversity in the workplace. We welcome and encourage applicants from diverse backgrounds. We are committed to providing accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation at any stage of the recruitment process, please notify us through your application.

We thank all candidates for their interest. Only those selected for an interview will be contacted. No telephone or walk-in inquiries, please. All applications are considered confidential.