Lennox and Addington County General Hospital Foundation

Position Title: Executive Director
Reports to: Board of Directors
Position: Full-time, On-site, Permanent
Location: Napanee, Ontario
Salary: $120,000-$150,000/year, HOOPP pension, and four weeks' vacation

About LACGHF

Lennox and Addington County General Hospital Foundation plays a vital role in advancing healthcare across Lennox and Addington County. Through the generosity of donors, businesses, and community partners, the Foundation raises funds for essential medical equipment, technology, and healthcare priorities that help ensure patients and families can access quality care close to home.

The Foundation supports Lennox and Addington County General Hospital (LACGH), a trusted community hospital in Napanee, Ontario. With recent investments in diagnostic imaging, including MRI services, and the addition of a 128-bed long-term care home, the Hospital continues to expand its services and strengthen its role in meeting the region's evolving healthcare needs.

With a dedicated team, engaged Board of Directors, and strong community support, the Foundation has a history of successful fundraising campaigns and meaningful donor relationships. Building on this foundation, the Foundation has significant opportunities to expand major gifts, strengthen legacy giving, and engage new supporters across the broader region.

The Role

The Foundation is seeking an experienced, relationship-driven Executive Director to lead its next chapter of growth. Reporting to the Board of Directors, the Executive Director will provide strategic, financial, and operational leadership while strengthening the Foundation's fundraising capacity, community presence, and partnership with the Hospital.

A central priority will be advancing major gifts fundraising by creating a clear program framework, building relationships with prospective donors, expanding legacy giving, and developing a more structured approach to donor cultivation and stewardship. The Executive Director will work closely with Board members and hospital leadership to identify philanthropic opportunities and secure meaningful investments in local healthcare.

Equally important will be leading a small, dedicated team with professionalism, collaboration, and care. The successful candidate will build on the Foundation's existing accomplishments, strengthen organizational processes, and foster a positive environment where staff feel supported and empowered.

As a visible ambassador for the Foundation, the Executive Director will develop trusted relationships throughout Lennox and Addington County, expanding awareness, engaging new supporters, and helping ensure the Foundation remains a valued partner in the community's healthcare future.

Impact Areas

Strategic Leadership & Organizational Growth

- Work collaboratively with the Board to develop and implement strategic and operational priorities aligned with the Foundation's mission and the Hospital's evolving needs.
- Provide overall leadership for the Foundation's operations, financial management, policies, and organizational performance.
- Establish clear goals, performance measures, and reporting practices to support accountability and informed decision-making.
- Oversee budgets, financial planning, and resource allocation, ensuring responsible stewardship of charitable funds.
- Support effective governance, Board engagement, and organizational planning.

Major Gifts & Philanthropic Development

- Lead the Foundation's fundraising strategy, with a strong emphasis on expanding major gifts, individual philanthropy, and long-term revenue growth.
- Identify, cultivate, solicit, and steward prospective major donors, building meaningful relationships that result in significant philanthropic commitments.
- Strengthen planned and legacy giving opportunities, working with donors and professional advisors to encourage long-term support.
- Lead fundraising initiatives and future capital campaigns in collaboration with hospital leadership, Board members, and staff.
- Expand relationships with individuals, private foundations, businesses, and community organizations to diversify philanthropic revenue.
- Oversee donor stewardship, recognition, and engagement strategies to strengthen relationships and encourage continued giving.

People Leadership & Organizational Culture

- Lead, mentor, and support the Foundation's staff, fostering a collaborative, respectful, and accountable workplace.
- Establish clear roles, expectations, and performance management practices while supporting professional development.
- Guide organizational growth and change thoughtfully, recognizing existing strengths and preserving institutional knowledge.
- Promote open communication, teamwork, and a welcoming, donor-centred organizational culture.
- Build the Board’s fundraising knowledge and confidence through regular communication, collaboration, and training, equipping Board members with the tools and understanding needed to support donor engagement, philanthropic development, and the Foundation’s strategic priorities..

Hospital Partnerships & Community Engagement

- Develop strong, collaborative relationships with the Hospital's CEO, senior leadership, physicians, and other key stakeholders.
- Align philanthropic priorities with hospital equipment, infrastructure, and healthcare service needs.
- Serve as the public face of the Foundation, representing the organization at community events, donor meetings, presentations, and other public engagements.
- Build relationships with donors, businesses, service clubs, and community leaders throughout Lennox and Addington County.
- Expand the Foundation's visibility and engagement beyond Greater Napanee, strengthening connections throughout the broader hospital catchment area.
- Work collaboratively with hospital leadership to communicate the impact of philanthropy and

identify opportunities for greater community support.

Requirements

Experience, Attributes and Capabilities

- Minimum five years of progressive experience in fundraising, philanthropy, or nonprofit leadership, including demonstrated responsibility for fundraising strategy and results.
- Proven success in major gifts fundraising, including donor identification, cultivation, solicitation, stewardship, and securing significant philanthropic commitments.
- Experience in strategic planning, financial management, budgeting, and organizational oversight.
- Demonstrated ability to lead and develop staff, establish accountability, and guide teams through growth or organizational change.
- Experience working effectively with volunteer Boards and senior organizational leaders.
- Strong relationship-building skills, with the confidence to engage major donors, business leaders, healthcare professionals, and community stakeholders.
- Exceptional emotional intelligence, diplomacy, sound judgment, and the ability to navigate sensitive situations with professionalism.
- Strong communication and public speaking skills, with the ability to represent the Foundation as a credible and approachable community leader.
- Knowledge of donor stewardship, planned giving, and fundraising systems and practices.
- Demonstrates familiarity with digital tools and emerging technologies, including artificial intelligence (AI), with a willingness to continue learning and explore opportunities to integrate these tools into the Foundation's practices where appropriate.
- Relevant postsecondary education in fundraising, nonprofit management, business administration, or a related field.

Additional Assets

- Experience within a hospital foundation, healthcare philanthropy, or a comparable nonprofit environment.
- Experience leading or supporting capital campaigns and developing planned giving programs.
- Certified Fund Raising Executive (CFRE) designation.
- Previous Executive Director or senior organizational leadership experience.
- Familiarity with Lennox and Addington County and the surrounding communities.

How to Apply

LACGHF has retained the services of **Charity Search Group** to coordinate this search. To apply, please complete the online application. If you require accommodation to participate in the recruitment process, please contact **Tanya Henry** at **tanya@charitysearchgroup.com**. Please note that applications submitted by email will not be accepted.

LACGHF is an equal opportunity employer and is committed to building a diverse, equitable, and inclusive workplace. We welcome applications from individuals of all backgrounds and lived experiences. If you believe your experience aligns with this opportunity, we encourage you to apply.