

## **Chief Executive Officer -- Link Charity Canada Inc.**

### **Description:**

Link Charity is a registered charitable organization providing a valuable service operating as a “link” between donors and their charities.

Link Charity offers current knowledge of planned giving to both donors and its Member organizations.

Started in 1998, in its latest fiscal year provided over \$11 Million to over 780 charities in Canada and manages approximately \$50 Million in assets.

Over 40 organizations as Members use Link Charity services and expertise to promote legacy giving amongst their supporters.

Uniquely, Link Charity has become the leader in Canada for its charitable gift annuity program.

As CEO, reporting to the Board of Directors, you are committed to expanding its reach and impact by growing the gift planning activities of donors and Member organizations.

### **Qualifications:**

As the ideal candidate you are passionate about inspiring charitable giving with education and experience in the area of planned giving.

You have experience in the charitable sector, educating and encouraging individuals and organizations in the benefits and impact of charitable giving.

You have a proven record in working with or in an organization that strategically uses charitable giving for achieving organizational outcomes.

As a people leader, you are a trusted coach, partner or advisor encouraging people and organizations to reach their potential.

You are an effective communicator who listens to seek understanding and is curious to learn.

You have demonstrated a competence in financial management and general administration.

A high level of interest and ability in various technologies is considered an asset.

**Location:**

The CEO will be based at least part of the time in the Link Charity Office in the Donlands area of Toronto.

Regular travel will be expected in meeting with donors and Members primarily in Ontario.

Check the [www.linkcharity.ca](http://www.linkcharity.ca) website for a list of member charities, our 20<sup>th</sup> anniversary annual report, and the various programs being offered.

**To Apply for this position:**

Email your resume and cover letter to the CEO Selection Committee at:

ceo-recruitment@linkcharity.ca no later than May 31, 2019 at 5:00pm EST.

Please Note that all offers of employment are contingent upon the receipt of a current, clear Police Records Check.

**Link Charity Canada  
CEO Job Description**

Job Title: Chief Executive Officer  
Responsible To: Board of Directors;  
Reporting Relationships to Chair Board; Chair Human Resources Committee.  
Location: Home Office with Minimum 2 day/week in Link Charity Head Office.

**MAIN PURPOSE OF THE ROLE**

In partnership with the Board;

- Ensure Link Charity achieve the objects of the Corporation and its Purpose.
- Activities are conducted in adherence with the duly constituted Bylaws.
- Actively support the work of the Board, Standing Committees and Board Directed Task Forces.
- Execute approved Annual Business Plan to achieve articulated outcomes for Link Charity.
- Provide support to member charities to assist in helping them achieve their planned giving potential.
- Provide support to individuals with their planned giving goals.

**KEY RESPONSIBILITIES**

Operational Leadership:

Manage organizational resources within existing policies and procedures to achieve annual plan. Advise Board of deficiencies or gaps in Policies and Procedures.

Staff Oversight:

Provide supervision and direction to staff within Employment Standards Act and achieve annual plan.

Finance:

Recommend annual operating budget/plan to the Board. Provide timely and accurate financial information for Board review and approval.

Compliance, Regulatory and Reporting:

Ensure Link Charity is compliant with various regulations as an employer, Registered Federal Charity and a National Not-For-Profit Corporation.

Board/Committee Support:

Ensure Board receives accurate and timely information. Support the current two Standing Committees in the execution of their duties (Investment and Human Resources).

Member Relations:

Recruit and support Member Organizations to support their planned giving strategy and goals.  
Oversee and manage the annual AGM.

Fund-Raising:

Plans and actions that ensure donors experience a favourable and developing relationship with Link Charity and the member charity.

Stewardship:

Plans and actions that ensure donors experience a relationship building with both Link Charity and the Member Organization.

Planned Giving Expertise:

Maintain current and relevant development knowledge with a focus on Planned Giving.

Representative of Link Charity:

To promote a professional image of Link Charity through all internal and external activities including Board of Directors, Member Organizations, existing and potential donors and the charitable Not-For-Profit sector.