

## **Mark Preece Family House Executive Director**

The Mark Preece Family House (MPFH) provides 24 rooms and many of the comforts of home to out-of-town families who have loved ones being treated in Hamilton hospitals. We are seeking an Executive Director.

The Executive Director shall support the mission, vision and values of MPFH, implementing and administering the policies and goals established by the Board of Directors.

### Program Administration:

The Executive Director ensures the House has a long-range strategy which achieves its mission. They have oversight for promotion of House services to Hamilton hospitals to ensure that families of patients are aware of the service. They will maintain a working knowledge of significant developments and trends in the field.

The ED is also responsible for oversight of the physical facility, its operations and maintenance.

### Human Resources:

The ED is accountable for administration and oversight of all Human Resources functions for all staff and volunteers. All staff report to the ED. They provide an on-call function as back-up to relief staff along with one other full-time staff.

### Fund Development:

The House is funded entirely by subsidized room rentals and fundraising and donations. The Executive Director is responsible for a comprehensive fundraising program by identifying prospective donors and soliciting gifts from individuals, corporations and foundations. The Executive Director directs the gift acknowledgment process and is responsible for the appropriate stewardship of gifts to the organization. They oversee and provide staff support and serve as primary liaison for special events

### Financial Management

The Executive Director is responsible for developing, directing and maintaining sound financial practices to ensure that adequate funds are available to permit the House to carry out its work, including planning for future repairs and renovations.

### Public Relations:

The Executive Director will publicize the activities of the House and establish sound working relationships with community groups and organizations. In conjunction with staff, they will serve as a contact with area hospitals to remain informed on trends concerning treatments and patient populations as regards possible occupancy at the House. Enhancing awareness of MPFH is a top priority.

They will design and implement a public relations/communications/marketing program to solicit support, educate, and inform the community about MPFH including media relations, collateral materials, tours, website, social media etc. They are responsible for production of publications such as newsletter, volunteer bulletin and annual report.

Qualifications:

- Legally eligible to work in Canada
- Post secondary education and/or a minimum of five years' management experience in a non-profit setting.
- Extensive experience in volunteer management
- Demonstrated ability in fund development; CFRE designation an asset
- MS Office computer skills
- Written and verbal communication skills

The ideal candidate will be committed to House values of providing a welcoming, supportive environment to guest families, donors, volunteers and staff with knowledge of program development, budgeting, human resources, marketing, public relations and fund development.

Address applications to Hiring Committee, Mark Preece Family House, 191 Barton Street East, Hamilton ON L8L 2W7 or to: [pwolfe@markpreecehouse.ca](mailto:pwolfe@markpreecehouse.ca) by Sept. 20, 2019.