



Fondation
Rideau Hall
Foundation



**Director of Development and
External Relations**
Position Brief



Fondation
Rideau Hall
Foundation

TABLE OF CONTENTS

The Opportunity	3
The Rideau Hall Foundation	3
The Ideal Candidate	4
Key Areas of Responsibility	4
Qualifications & Competencies	6
Organizational Chart	7
Biography: Teresa Marques	8
The Board of Directors of the Rideau Hall Foundation	9
Additional Links	9

FOR MORE INFORMATION

KCI (Ketchum Canada Inc.) has been retained to conduct this search on behalf of the Rideau Hall Foundation. For more information about this leadership opportunity, please contact, with privacy assured: **Sylvie Battisti, Vice President, Search & Talent Management** by email at RHF@kcitalent.com.

Interested individuals are invited to send their resume and a letter of interest to the email address listed above by **January 18, 2019**. All inquiries and applications will be held in strict confidence.





Fondation
Rideau Hall
Foundation

Director of Development and External Relations

The Opportunity

The Rideau Hall Foundation is seeking a Director of Development and External Relations to lead the development and external relations strategy, efforts and teams, ensuring that they are in concert and in accordance with the RHF's strategic purpose.

The Director will develop and execute plans for sustainable fundraising, partnership development, donor stewardship, and external relations in support of the Rideau Hall Foundation's programs, activities and operations. The new incumbent will work collaboratively with key stakeholders and partners to advocate for and drive program quality and success.

Reporting to the President & CEO, and working in collaboration with the Board of Directors, RHF staff and volunteers, as well as the Office of the Secretary to the Governor General, the Director of Development and External Relations will play a critical role in fostering and enhancing relationships with a wide variety of individual, foundation and corporate partners to mobilize people, organizations, ideas and resources to support a range of programs within the RHF's strategic areas of focus.

The RHF is based in Ottawa, the option of the successful candidate being based in part in Montreal or Toronto may be considered. This position will entail regular travel to other regions in Canada.

The Rideau Hall Foundation

The Rideau Hall Foundation is a uniquely Canadian charitable organization that amplifies the Office of the Governor General and mobilizes people + ideas for the benefit of Canada and the world. The Rideau Hall Foundation was established during the Right Honourable David Johnston's mandate as governor general of Canada to strengthen the ability of the Governor General to better serve Canadians through a range of initiatives linked to learning, leadership, giving, and innovation.

The Rideau Hall Foundation's four pillars of programmatic activity are:

1. Strengthening Canada's culture of innovation.
2. Learning initiatives that strive for excellence and promote equality of educational opportunity.
3. Widening the circle of giving and volunteering.
4. Celebrating excellence in Canadian leadership, and building awareness about and commitment to the country's multi-faceted democracy.

It is from the vision of the RHF's Chair, The Right Honourable David Johnston, 28th Governor General of Canada that the RHF was established and today stands as a unique vehicle to build a better Canada.

The Ideal Candidate

The Director of Development and External Relations will be an experienced, successful and entrepreneurial development leader who is excited about the mission and goals of the Rideau Hall Foundation and eager to develop, secure and steward strategic partnerships in support of the RHF's programs. The Director will work closely with the team members to identify and align investment opportunities, as well as to maximize partnerships. The successful candidate will bring a disciplined, rigorous, coordinated, and data-driven approach to relationship building and partnership collaboration. The ideal candidate will be excited about the potential for a foundation for Canada and will possess a strong customer and external market focus with demonstrated success in working in complex, high-value partnerships.

Polished, professional, culturally aware, and confident in meetings with partners and funders, the Director of Development and External Relations will be a persuasive communicator and exceptional listener who will use these skills to navigate discussions and negotiate partnerships. The successful candidate will speak with passion and authenticity about the positive impact of the mission and programs of the RHF, framed in a way to illustrate the value and opportunity for partners and funders. With a "mission first" focus and exceptional service orientation, the new incumbent will ensure that partnerships both protect and leverage the RHF's unique brand and assets.

The ideal incumbent will balance drive and persistence with patience and diplomacy, and be comfortable working independently while being a supportive team player. The successful candidate will be highly flexible, adaptable to change and comfortable handing off and picking up new projects based on strengths and relationships, thereby assuring that project leaders are those who are best-positioned for success. The new Director will work with a high degree of consultation and collaboration. He or she will be an honest partner who possesses an ability to develop and maintain trusting relationships with the Board of Directors, colleagues, staff, partners as well as all internal and external stakeholders.

An accessible and inspiring mentor, the Director of Development and External Relations will oversee two direct reports. The incumbent will willingly share information and expertise to ensure that team members are equipped with the knowledge, tools and support to perform effectively and attain their goals.

The new Director will have a genuine appreciation of their role as a senior representative of the RHF and will conduct themselves accordingly – with discretion, exceptional judgement and loyalty, and with a constant awareness and respect for the Governor General's role and Office. The successful candidate will represent the RHF with professionalism, integrity, and humility.

Key Areas of Responsibility

Development

- Develop and execute plans to secure financial support for existing and new Rideau Hall Foundation initiatives.
- Develop and implement strategic plans to grow and enhance existing and future philanthropic investments from individual major donors, foundations and other private/public funders.
- Work closely with members of the Board of Directors to strategically engage and leverage their relationships for partnership development activities.
- Establish revenue goals and ensure effective management of all relevant operations in order to realize budgetary objectives.

- Oversee an annual donor and partner stewardship program and activities.
- Monitor industry trends to ensure partner engagement tactics and tools are relevant, meaningful and provide an appropriate return on investment.

External Relations

- Oversee the development and implementation of an annual communications plan aligned with the Rideau Hall Foundation's strategic goals and vision.
- Participate in developing and support colleagues in implementing initiative-specific communication strategies, providing support as required, ensuring that all communication activities are effectively aligned, monitored and evaluated.
- Lead on the development, production and distribution of Rideau Hall Foundation's external communications, ensuring that high levels of accuracy and quality are maintained.
- Lead on the development, production and delivery of organizational information and data in new and engaging formats for wider dissemination to key influencers.
- Ensure that all external materials and communications follow organizational brand, quality and other protocols and requirements.
- Proactively identify and follow through on opportunities to raise Rideau Hall Foundation's profile through events and other activities.

Other Essential Functions

- Provide oversight and direction to direct reports, ensuring that best-practice activities are in place to support development and external relations goals. Assure clear objectives, performance management and ongoing professional development as required.
- Work collaboratively with staff members of the Office of the Secretary of the Governor General (OSGG) and ensure the RHF and OSGG are aligned on program delivery methods and outcomes for joint initiatives.
- Appropriately prepare and engage the CEO in all donor and external relations functions. Deliver regular updates and briefings to the CEO, Board of Directors and other colleagues as required.

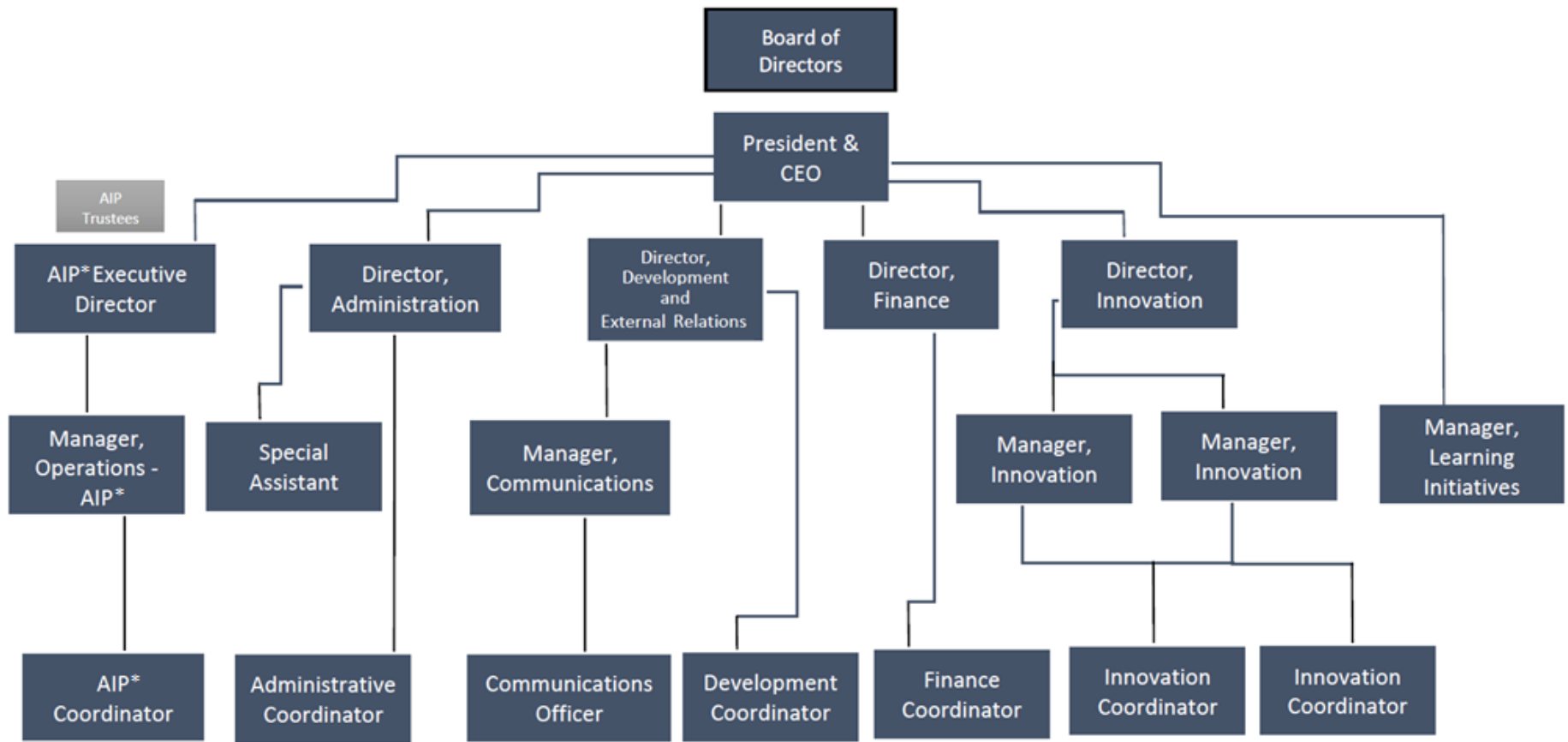
Qualifications and Competencies

- Significant leadership experience in the development field with extensive proven experience developing, building and leading a major gift or corporate partnership development function, including success in cultivating, soliciting and stewarding seven-figure gifts.
- Experience working in an organization that has highly successful major gift or corporate partnership fundraising programs. Experience working with a national scope will be considered an asset.
- Demonstrated track record in identifying strategic partnership opportunities and developing and leading such initiatives.
- Proven experience in external relations and communications strategy and execution.
- Proven track record in managing, coaching and motivating staff for success.
- A post-secondary degree or a combination of relevant training, education and experience.

Required Knowledge, Skills, and Abilities

- Strong knowledge of the Canadian charitable, philanthropic and not-for-profit sector and regulatory environment.
- Exceptional written and verbal communication.
- Ability to work effectively in both official languages is preferred.
- Proven ability to cultivate meaningful relationships with corporate and foundation leaders, and other individuals of influence and affluence.
- Ability to operate and thrive in a collaborative environment as well as to work independently with demonstrated flexibility and initiative.
- Attention to detail and demonstrated ability to solve problems and manage a variety of complex projects concurrently to a high standard of excellence.
- Availability to travel regularly within Canada.

Organizational Chart: Rideau Hall Foundation



* Arctic Inspiration Prize

Biography

Teresa Marques

President and Chief Executive Officer

Teresa Marques is the President and CEO of the Rideau Hall Foundation, an independent charity established to amplify the Office of the Governor General, and established during the mandate of His Excellency, the Honourable David Johnston. The RHF's vision is a smarter and more caring Canada, and the organization works to address key challenges facing the country in areas of learning equity, culture of innovation, leadership development, and the promotion of giving & volunteerism. Previously the Director of Strategic Partnerships at the Rideau Hall Foundation, Teresa is an accomplished fundraising executive with extensive experience leading development teams in the healthcare and post-secondary education sectors. Teresa is a sought-after public speaker on Canadian giving patterns and is an instructor at Ryerson University's G. Raymond Chang School. She has been instrumental to major gift fundraising efforts at the Centre for Addiction and Mental Health (CAMH) Foundation, York University and the Canadian Foundation for AIDS Research. She holds bachelor's and master's degrees in Canadian history from the University of Ottawa and York University, respectively and has pursued post-graduate studies at Dalhousie University's School of Continuing Education, with a focus on non-profit governance. Teresa's Board service has focused on community development, with directorships with Family Services Toronto, the Working Women Community Centre, and the Boys & Girls Club. Teresa is interested in how giving patterns in Canada are changing and is seeking to drive social change through philanthropy while strengthening the non-profit sector and civil society more broadly.



Fondation
Rideau Hall
Foundation



The Board of Directors of the Rideau Hall Foundation

- The Right Honourable David Johnston,
28th Governor General of Canada
Chair
- Huguette Labelle
Vice Chair
- Rahul K. Bhardwaj
- Amit Chakma
- Paul Desmarais III
- Mark Dockstator
- Judy Gingell
- Udloriak Hanson
- Sarah Irving
- Carol Lee
- Monique F. Leroux
- The Honourable Kevin Lynch
- The Right Honourable Beverley McLachlin
- Jacques Ménard
- Evan Price
- Frank Rochon
- Indira Samarasekera
- Khalil Shariff
- Nancy Southern
- Victor Thomas
- Ben Watsa
- Marie Wilson

Robert Prichard, *Honorary Counsel*
Assunta Di Lorenzo, *Honorary Secretary*

Additional Links

- Rideau Hall Foundation: <http://www.rhf-frh.ca>
- RHF 2017 Annual Report: https://www.rhf-frh.ca/RHF_AnnualReport.pdf
- Arctic Inspiration Prize: <http://www.arcticinspirationprize.ca>
- Governor General's Innovation Awards: <https://innovation.gg.ca/en/>
- Sovereign's Medal for Volunteers: <https://www.rhf-frh.ca/sovereigns-medal-for-volunteers>
- Queen Elizabeth Scholars: <http://www.queenelizabethscholars.ca>
- Learning partnership for Indigenous youth: <https://www.rhf-frh.ca/indigenous-youth>
- Governor General of Canada: <http://www.gg.ca>
- Office of the Secretary to the Governor General: <https://www.gg.ca/en/node/343>



Fondation
Rideau Hall
Foundation

