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WERKLUND
FOUNDATION

OPPORTUNITY PROFILE

Executive Director



About The Werklund Foundation

<http://foundation.werklund.com/>

The Werklund Foundation is a private foundation built upon a family's values and beliefs. The Foundation strives to make a positive and meaningful difference in the lives of our youth through initiatives that produce sustainable results. The Werklund Foundation's mission is to ***transform communities by inspiring youth to achieve their full potential*** and their vision is to engage and inspire family members in philanthropy to make a material positive change in the lives of youth.

The Foundation's goals include empowering students with the confidence, resilience and motivation necessary to realize their potential. The Foundation achieves this through meaningful and sustainable partnerships with educational institutions, other foundations, and community initiatives.

Founded in 2006, the Foundation was originally led by Deanna Werklund in the role of President of the Foundation until 2013, fulfilling a similar role as an Executive Director. Since that time the Foundation has been administered by the Werklund Family Office ("WFO"). The WFO provides a professional level of financial reporting, portfolio investment management and board reporting. The Donation Committee of the Board has taken on all donation due diligence.

The Opportunity – Executive Director

Location: Calgary

Reports to: Foundation Board of Directors

Time Commitment: Full or Part-time as required

As the Werklund Foundation looks to the future, the Foundation seeks to further enhance its impact in the community through the appointment of an Executive Director. The Board wishes to understand the social impact of its philanthropy and develop or support leading youth leadership programs in Canada. The Executive Director will have broad responsibility for implementing the vision of the Foundation, working with the Foundation's charitable partners, and leading any necessary impact research.

The WFO intends to continue to support the Foundation by providing financial reporting, portfolio investment management, but will look to the new Executive Director to take over the donation due diligence and board reporting, while leading new initiatives relating to impact assessment and program development.



Essential Duties & Responsibilities

1. Governance

- a. To ensure that the Board of Directors and its members: are aware of and fulfill their governance responsibilities; comply with applicable laws and regulations; conduct board business effectively and efficiently; are accountable for their performance.
- b. Develop and/or revise as required, Policies and Procedures for Board approval.
- c. Recommend for Board approval the establishment and membership of standing committees of the Board.
- d. Participate, as an ex-officio member, in all standing committees.
- e. In cooperation with the Board of Directors cultivate and recruit new membership for the Board of Directors as needed.

2. Strategy

- a. Direct the annual planning process and the formulation of a strategic plan by reconfirming the direction with the Board and ensuring consistency with the vision of the Foundation.
- b. Proactively seek out opportunities for the Foundation to engage and/or partner with leading research, charitable and educational organizations in the youth development space.

3. Financial

- a. Ensure that sound financial controls are in place.
- b. Develop, for Board approval, annual budgets of revenues and expenses and report regularly on performance against budget.
- c. Work in conjunction with the Investment Committee and the WFO investment team to oversee adherence to the Investment Policy Statement (IPS) as approved by the Board.
- d. Ensure that reporting requirements to government agencies are fulfilled, and compliance with all applicable laws and regulations.

4. Partnerships

- a. Proactively research and identify organizations that meet the mandate of the Foundation and that consistently demonstrate high social impact; negotiate partnerships with the goal of building the best youth leadership program in Canada.
- b. Perform due diligence on donation requests that meet the mandate of the Foundation.
- c. Evaluate the effectiveness of donations in terms of outputs as well as sustainable social impact by evaluating both quantitative analytics and qualitative evidence.
- d. Work closely with chosen charities to enhance their potential impact and improve their programs where possible.



5. Technology

- a. Evaluate and propose to the Board improvements to grantmaking processes and systems to maintain records of due diligence and the donation decision process.

6. Public Relations

- a. At all times, the Executive Director serves as the public face of the organization. This individual is the most visible and concrete embodiment of the organization and should take care to represent the nonprofit in a professional light.
- b. Attend events of charities that the Foundation has supported (where appropriate).
- c. Develop and maintain strong relationships in their sector, their region and among peers, donors, and industry associations, with the media, and more.
- d. Ensure the organization maintains positive and productive relationships with the community.

7. Administration

- a. Board Meetings:
 - i. In collaboration with board/committee chairs, prepare agendas for meetings.
 - ii. Prepare any necessary meeting materials and distribute in advance of meetings per reporting schedules.
- b. Ensure full and timely communication with members of the board.

Key Attributes

- Experienced in the field of positive youth development, particularly in relation to the social outcomes of youth leadership.
- Knowledgeable about various forms of program evaluation and determination of social impact.
- A visionary leader who maintains a grounded perspective and connects well with fellow team members.
- An approach to leadership that is values based and has an impeccable record in terms of integrity, ethics and industry respect/credibility.
- Excellent verbal and written communication skills and keen attention to detail.
- Strong financial management and budgeting skills. Competence in reading, creating, and understanding financial documents including budgets, cash flow, income statements, balance statements, and statements of functional expenses.
- Low ego and high intellectual curiosity.

The Person

- University degree or educational designation in non-profit management and/or equivalent experience.
- Ten plus years of experience in senior management positions in a not-for profit or corporation.
- Experience qualifying charitable programs and evaluating outcomes.
- Strong understanding of governance and experience reporting to or working closely with a Board of Directors.
- Excellent networking skills and connected within this field to relevant educators, charities and programs.

Express Your Enthusiasm

Email a convincing cover letter and tailored resume (PDF or Word) to **Shalini Bhatti** or **Allan Nelson** at **calgary@leadersinternational.com** indicating the job title in the subject line of the email.

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