

# Executive Director

## About the BC Mental Health Foundation (BCMHF)

One year ago, the BC Mental Health Foundation (BCMHF) was revitalized with a new, community-led Board of Directors. Since then, the Foundation has launched fundraising activities, made strategic investments into BC Mental Health and Substance Use Services (BCMHSUS), and established a three-year strategic plan. BCMHF is now ready to hire an Executive Director to grow the Foundation into a thriving fundraising partner for BCMHSUS, advancing its capacity to deliver world-class care and drive systemic impact.

### **Vision**

We envision a stigma-free community where people with serious mental health and substance use needs are empowered to thrive.

### **Mission**

As the funding partner of BCMHSUS, we advance specialized mental health and substance use care by funding innovation, building public understanding, and forging partnerships.

Learn more about our work at [bcmhf.ca](https://bcmhf.ca).

## About BC Mental Health & Substance Use Services (BCMHSUS)

BCMHSUS, part of the **Provincial Health Services Authority (PHSA)**, provides specialized treatment to people in British Columbia with the most severe and complex mental health and substance use disorders. It also delivers health care services to individuals incarcerated in provincial correctional facilities. Learn more at [bcmhsus.ca](https://bcmhsus.ca).

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## Key Responsibilities

### **Fund Development**

- Lead the planning and execution of all fundraising initiatives.
- Utilize best practices in annual giving, major gifts, planned giving, donor events, communications, and database management.
- Serve as the Foundation's principal spokesperson to all external audiences, including major donors and partners.

## **Organizational Leadership**

- Develop and execute an operational plan aligned with the Board-approved strategic plan and budget.
- Ensure organizational capacity, staffing, tools, and financial resources are in place to support long-term goals.
- Maintain a cohesive relationship with BCMHSUS.
- Engage with other strategic partners, including community non-profits and other Foundations.
- Foster a positive and inclusive organizational culture that promotes collaboration, transparency, staff well-being, and alignment with the organization's values

## **Governance & Board Relations**

- Support the Board of Directors in policy governance, risk management, planning, and performance oversight.
- Collaborate with the Board and interest holders to implement the strategic plan that supports ambitious growth and impacts goals.
- Foster effective collaboration and communication with the Board. Deliver timely reporting to the board on operational outcomes and progress on the strategic plan, including fundraising progress, and key performance metrics, adjusting strategies as needed.

## **Financial Management**

- Develop and manage the annual budget, financial controls, business plans, and audit preparation.
- Ensure compliance with financial policies and risk management practices.

## **Foundation Administration**

- Oversee all aspects of Foundation operations including donor stewardship programs, disbursements, record keeping, and investment portfolio management (in collaboration with the Board Treasurer).

## **Public Education & Community Engagement**

- Advance anti-stigma efforts and foster strong community partnerships through outreach, education, and awareness initiatives.
- Provide visible and proactive leadership in advancing indigenous-specific anti-racism initiatives ensuring meaningful engagement with indigenous partners and integration of anti-racist practices across the organization.

## **Communications & Media Relations**

- Lead public relations and marketing strategies to enhance visibility, donor engagement, and public support.

## Qualifications

### Required

- Bachelor's degree in Business Administration or a related field
- 8–10 years of recent, related experience in fund development, including:
  - Proven success in securing major gifts
  - Hands-on experience in planning and delivering capital campaigns
- Minimum 5 years of senior leadership, ideally reporting to a Board of Directors in a non-profit context
- Deep understanding of various fundraising channels and tools

### Preferred

- Master of Business Administration (MBA)
- Certified Fund Raising Executive (CFRE) designation

We value the expertise of people with lived and living experience in mental health and substance use. We welcome candidates with their own lived experience to apply.

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## Work Conditions

This is a full-time (37.5 hours per week), one-year contract position, with the possibility of extension. The position is primarily remote, with occasional travel to donor sites, BCMHSUS corporate office (Burnaby, BC), and other BCMHSUS locations across BC. Typical work-hours will be Mon – Fri though the position may involve some evening and/or weekend work to accommodate work activities, events, presentations or representing the organization at events around the Province.

The annual salary range for the position is \$111,603 to \$154,262, with an expected hiring range of \$124,003 to \$140,238, depending on qualifications and experience.

All applicants must have a valid BC Driver's license and be able to travel throughout BC. Hiring will be subject to satisfactory completion of a criminal record check for the vulnerable sector and a BC Driver's Abstract is required.

## How to Apply

Please send your **resume** and a **cover letter** explaining why you are a great fit for this unique opportunity to:

 [bcmhf@phsa.ca](mailto:bcmhf@phsa.ca)

We sincerely appreciate all applicants; however, only those selected for an interview will be contacted.