



Philanthropic Foundations of Canada President & CEO

THE OPPORTUNITY

We are seeking a new President & CEO to lead our national membership organization and to promote the concept and importance of organized philanthropy to a variety of Canadian audiences.

Reporting to the Chair of the Board of Directors and leading a small team of professionals, the President will promote philanthropy and use it to educate key stakeholders, including governments and other important influencers. The new incumbent will be mandated to grow the membership of the organization through recruitment and through the development and delivery of programs and services that meet members' needs and address emerging trends. The President & CEO will lead in the development of the field of philanthropy, and will collaborate with other organizations within the charitable sector to promote organized philanthropy and encourage an enabling environment for philanthropic action by grantmakers.

This position will require considerable time in both Montreal and Ottawa, as well as pan-Canadian travel. The ability to verbally communicate in both official languages is required for this position.

ABOUT PHILANTHROPIC FOUNDATIONS OF CANADA

Created in 1999 and registered as a charity in 2002, Philanthropic Foundations of Canada is a member association of Canadian grantmakers, including private and public foundations, charities and corporations. We have a staff team of five based in our Montreal Office, and a fantastic team of volunteer Board and committee members across the country.

PFC promotes the growth and development of effective and responsible grantmakers in Canada through provision of membership services, resources and advocacy. We provide a voice for organized philanthropy, assist in building a professional network for our thought-leaders, and inform on good practice. We strive to inspire and mobilize action by engaging our members in collaboration, learning and sharing, and providing the resources to support their work.

We also encourage public policies that sustain the sector, by increasing awareness of philanthropy's contribution to the well-being of Canadians, and support our members by providing opportunities for funders to learn from each other. The members of Philanthropic Foundations Canada are individually and collectively committed to the public good. We believe that public trust in our performance and behaviour is reinforced through the integrity and honesty we demonstrate in all our relationships, dealings and transactions.

PFC is an organization that is flexible and poised for growth. We are ensuring sustainability by investing in our organizational capacity. In the last year, PFC undertook a review of our business model, and implemented a data management system to support growth and attract new members.

For more information:

- **Philanthropic Foundations of Canada website:** <https://pfc.ca/about/>
- **Board & Staff:** <https://pfc.ca/about/board-staff/>
- **2018 Annual Report:** <https://pfc.ca/wp-content/uploads/2018/06/annual-report-2018-en.pdf>
- **2017 Financial Statements:** <https://pfc.ca/audited-financial-statements-2017-pfc.pdf>
- **Events & Education:** <https://pfc.ca/events/>
- **Philanthropic Resources & Grant-making Tools:** <https://pfc.ca/resources/>
- **PFC Blog:** <https://pfc.ca/blog/>

OUR MEMBERS

A full listing of PFC members can be found at <https://pfc.ca/about/our-members/>

Composition – PFC members are organized grantmakers that are based in Canada. We also include grantmakers based outside Canada if they have an interest in grantmaking within Canada.

Member organizations include:

- Private Foundations
- Public Foundations
- Charitable or Non-Profit Organizations
- Corporate Community Investment Programs

Impact – PFC currently has 135 members who collectively manage close to \$23 billion in assets. In 2016, our members made over \$493 million in grants and spent an additional \$401 million on foundation-managed charitable activities. Having said this, our PFC members range in size from under \$1 million in assets to over \$1 billion in assets.

Values We Collectively Share – Members of PFC adhere to all applicable federal and provincial laws and regulations governing charitable foundations and we commit to acting within the spirit of the law at all times. Our philanthropy is guided by common values and ethical principles:

- Commitment to the public good and public benefit.
- Integrity and honesty.
- Respect for applicants, grantees, partners and colleagues.

- Commitment to accountability and good governance.
- Responsible stewardship of resources.
- Commitment to excellence.

OUR WORK

PFC connects, inspires and mobilizes philanthropic action. We engage our members in collaboration, learning and sharing, and providing resources to support their work through activities including:

- **National Conferences & Symposia** – PFC held our 7th biennial national conference in Toronto in October 2018. At this conference, over 300 attendees explored key themes of connection, creativity and social change, bringing together members and communities eager to discuss common goals and practices and to learn together. Major two-day conferences are held every two years. In the alternating year a shorter one-day symposium is organized. These events take place in different locations across the country.
- **Regional Events & Webinars** – Annually we convene up to 15 events, regionally with our members in Calgary, Toronto and Montreal and also in partnership with our colleagues in other national funder infrastructure groups. We also organize two to three workshops and learning opportunities for members and non-members annually.
- **Tools & Resources For Members** – PFC provides members with tools such as best practice guides on grantmaking, data use, governance and partnering with universities, among others. For instance, in 2017 PFC published a new guide to examine the potential of partnering with government. The guide describes how foundations have moved policy agendas forward and includes case studies and lessons learned on how to achieve successful government-foundation collaborations.
- **Affinity Groups** – As a mechanism to support the leadership of members, PFC is seeking to grow its services to funder Affinity Groups - communities of practice that strengthen collaboration and shared learning.

PFC plays an important role in communicating the shared value and impact of the collective work of organized philanthropy. We have also conducted strategic research to support and guide these efforts. In addition to publishing various resources, over the last year PFC ramped up communications efforts by increasing engagement on social media, and inviting guests to spark discussions on our blog.

- **Portrait Of Canadian Foundation Philanthropy** – In collaboration with Community Foundations of Canada (CFC), we developed a profile of the work of grantmaking foundations in Canada. PFC continued its own research to provide an overview of grantmakers in Canada with a snapshot of the assets and grantmaking of Canada's top 150 foundations.
- **Philanthropy In Action** – As part of our effort to highlight the role and impact of organized philanthropy we launched this related but unbranded website with inspiring stories about the work of foundations and glimpses of the unique value contributed by strategic work of foundations in community.

PFC also identifies and pursues targeted public policy changes. We're currently advocating for the modernization of the federal legislative and regulatory framework because we believe Canada needs a more enabling policy environment for all charitable foundations. Recent activities have included:

- In 2017, PFC convened a coalition of philanthropic and charitable organizations advocating for changes to the federal definition of "political" activities of charities. This followed on important consultations with the charitable sector in 2016. The consultations led to a Sector Panel Report in the spring of 2017 which

recommended the government clarify its regulation of “political” activities of charities, and go further in modernizing the legislative framework for Canadian charities.

- PFC submitted a brief to the Federal Government in August 2017 for the pre-budget consultations of the Standing Committee on Finance. This brief was focused on improved regulation of impact investing and program-related investing activities of charitable foundations.
- PFC supported Imagine Canada in organizing a Day on The Hill in October 2017, meeting with federal politicians and educating them on the role, impact and needs of the charitable sector.

THE IDEAL CANDIDATE

The ideal candidate will be a listener, influencer, and consensus builder. A connector who is skilled at convening conversations and catalyzing collaboration, the President & CEO will facilitate dialogue and cohesion amongst members and sector partners. Flexible and thoughtful, the successful candidate will be open-minded, and will appreciate different perspectives, ideas, and solutions.

Collaborative and non-partisan, the President & CEO will bring strong experience in public policy, advocacy and government relations. The ideal candidate will possess broad knowledge of trends and issues in the charitable sector, and in society, and will bring deep understanding of relevant legislation.

Personable and diplomatic, the new incumbent will continue our strong focus on member service and engagement. The successful candidate will value the high level of quality and responsiveness that PFC staff bring to meeting member needs. Focused on activation, knowledge-sharing, and capacity building, the President & CEO will bring out leadership qualities in others, and mobilize members and volunteer leaders to engage in a vibrant network.

The successful candidate will be a credible and inspiring spokesperson who effectively represents, advocates for, and communicates with our members. Creative and innovative, the ideal candidate will work to promote membership growth and retention, and will bring a marketing communications lens to help PFC share information, opportunities, and stories as we grow our membership and our collective impact.

Encouraging and energetic, the President & CEO will be a team player who helps the staff to collaborate and leverage their individual skills and strengths while also optimizing their collective capabilities. The successful candidate will be open, approachable and transparent, and will provide staff with the direction, support, and feedback needed to reach their goals. PFC is a small shop, and the CEO will be comfortable pitching in where help is needed and standing back when others have things well in hand.

The President & CEO will translate PFC’s strategic priorities into practical, attainable implementation plans. Focused and resourceful, the successful candidate will prioritize activities to reconcile ideas and ambition with the available resources. Candidates must also bring strategic business acumen, and will be highly organized and strong on follow-through. Resilient and courageous, the new incumbent will be an innovative and strategic thinker who nurtures PFC’s strengths while identifying and capitalizing on new opportunities.

The ideal candidate will understand the unique aspects of reporting to a member-based Board, and will bring experience working with or participating on volunteer Boards. Candidates must also demonstrate outstanding cultural and emotional intelligence, and must understand the varying needs of our very diverse membership.

KEY RESPONSIBILITIES

The President & CEO is responsible for the successful leadership and management of Philanthropic Foundations of Canada, in accordance with the strategies and direction set by the Board of Directors. The

President & CEO reports to and works closely with the Chair of the Board, and will have responsibility and accountability for the following areas:

- Growth of the organization through management of member recruitment and retention.
- Prudent stewardship of the organization's resources, overseeing financial planning, budgeting, tracking and reporting.
- Understanding and knowledge mobilization of philanthropic research, the policy environment, and emerging domestic and international trends that impact grant making.
- Influencing the advancement of policies and the discourse on philanthropy in Canada.
- Identifying, initiating, and implementing systemic advocacy in response to (and/or anticipation of) legislation, policies and/or practices.
- Officially representing the organization as a spokesperson, communicating on issues and topics regarding Canadian philanthropy and the foundation sector.
- Developing and maintaining effective public relations with the media.
- Maintaining contact with other associations and intermediaries to keep informed of sector-wide opportunities and challenges, trends, best practices, systems issues, and the political environment
- Managing key relationships with government officials and political decision makers as well as sector leaders across Canada.
- Supervising, developing, motivating and managing a skilled and passionate staff, as well as a diverse group of highly skilled and motivated volunteers from across the country.
- Developing and implementing strategies and programs through which the PFC mission, plans and goals can be attained.
- Ensuring effective and consistent communication channels with other stakeholders including members, funders, sponsors, other sector organizations, governments and the general public.

QUALIFICATIONS & COMPETENCIES

- Seasoned strategic leader with experience preferably in the government and/or the philanthropic sector
- In-depth knowledge of public policy development, and experience in contributing to and shaping policy through effective advocacy.
- Experience working with, supporting, and motivating a volunteer board of directors.
- Demonstrated ability to attract, retain, mentor, motivate, and lead a team of staff with various levels of experience and expertise.
- A track record of sound operational and management skills.
- Strategic mindset and the ability to think creatively about solutions and opportunities.
- Superior communication skills, including verbal fluency in both official languages.
- Marketing communications experience, and the ability to tell the story of organized philanthropy in Canada in a way that inspires and engages key audiences.
- Strong ability to build relationships, influence, persuade and build consensus.

- Proven experience collaborating effectively with a wide variety of partners and stakeholders.
- A university degree is preferred, or a related mix of other education and experience.
- Availability and ability to travel regularly within Canada and occasionally internationally.

PFC is funded by members and sector supporters. Experience in fundraising, grant-seeking, and/or membership development will be considered an asset. Experience working with a membership-based organization is also desirable.

APPLICATION & NOMINATION PROCESS

Philanthropic Foundations of Canada has retained KCI (Ketchum Canada Inc.) to lead this search on their behalf. Inquiries and nominations should be directed to **Tara George, Senior Vice President & Partner, or Sylvie Battisti, Vice President, Search and Talent** via email at PFC@kcitalent.com.

Candidates are asked to please submit both a resume and a letter of interest to the above email address by **January 31, 2019**.

To view the full **Executive Brief**, please visit: <http://kciphilanthropy.com/kci-talent/>

All inquiries and applications will be held in strictest confidence.

Philanthropic Foundations of Canada is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, aboriginal persons, and persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.