



Executive Director

Friends of Hospice is seeking an Executive Director to be responsible for the overall effective and efficient operation of Friends of Hospice, and the development and implementation of strategic initiatives in furtherance of the Charity's mission. This is a permanent, full time position and reports to the Chairman of the Board.

Job Description & Duties:

- Develop the Friends of Hospice annual budget and the overall directions, objectives and long-term strategies in conjunction with the Board of Directors, the Finance and Governance Committees, and the Day Hospice Programme Manager
- Engage with the Friends of Hospice Capital Campaign Director to support all capital campaign activities, and liaise on donor identification and information
- Develop, lead and implement the annual fund-raising and marketing strategy, in alignment with the Capital Campaign plan, including fund-raising proposals, and oversight for the coordination of events
- Lead and manage the Friends of Hospice team
- Oversee the provision of volunteers, new programmes and initiatives by liaising with Agape House patients, staff and other partners
- Maintain key stakeholder relationships with like-minded agencies, corporate donors, etc.
- Monitor and report on organizational performance
- Prepare for monthly Board Meetings – Executive Director's Report, agenda, etc.
- Maintain compliance with the Bermuda Charities Act, Bermuda National Standards Committee (BNSC), and other regulatory bodies
- Promote and represent Friends of Hospice locally and internationally
- Keep up-to-date on trends and practices regarding palliative/hospice care and management of not-for-profit organisations

Qualifications, Skills and Experience:

- University degree in a related field (e.g. hospice care, non-profit management, business management, etc.) or equivalent work experience
- Minimum of five years' experience in a non-profit leadership role with a demonstrated ability to engage effectively with a broad range of stakeholders and develop strong partnerships
- Proven experience in a leadership/senior management role
- Previous experience in a senior position in a business environment would be an asset
- Proficient in Microsoft Office (Word, Excel, PowerPoint, etc.)
- Proficiency in financial management and budgeting
- Strong relationship-building/interpersonal/networking skills
- Excellent written and verbal communication skills
- Excellent decision making and organizational and time management skills, with the ability to multi-task and effectively prioritize ongoing and ad-hoc work demands
- Valid Driver's License

Interested applicants should apply in writing and submit two professional written references to:

Ontru: Human Resources – Friends of Hospice
20 Church Street, 2nd Floor, Suite 205, Hamilton, HM 11
Or email hr@ontru.bm

**All applications must be received no later than:
October 30, 2018**

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