



Executive Director



Executive Brief



TABLE OF CONTENTS

The Opportunity	1
About Hospice Halifax	2
Additional Information	3
Board Leadership	3
Key Duties and Responsibilities.....	4
Experience, Skills, Knowledge, and Abilities.....	5
Leadership Biographies	6
Organizational Chart.....	7

FOR MORE INFORMATION

KCI Search + Talent has been retained to conduct this search on behalf of Hospice Halifax. For more information about this opportunity, please contact Samantha David, KCI Search + Talent, by email at HospiceHalifax@kci talent.com

Interested candidates are invited to send a resume and letter of interest to the email address listed above by **February 29, 2024**. All inquiries and applications will be held in strict confidence.

Please note that the salary range for this position is \$100,000 - \$120,000 with the potential for a performance-based bonus of up to \$10,000 plus a comprehensive benefits package.

Hospice Halifax is committed to creating a welcoming, inclusive and inspiring place to work and volunteer; and to experience as a patient, loved one, friend or family member. We honour diverse cultures and backgrounds, lifestyles, and beliefs; affirming that every person's life is meaningful, dignified, and respected. Our culture prioritizes compassionate decision-making, nurtures fulfillment, personal growth, and a profound sense of purpose. Hospice Halifax is committed to providing a safe, inclusive and respectful workplace for staff and volunteers, free from harassment and discrimination. We believe we have a shared responsibility to promote and sustain such an environment for ourselves, and for those we serve. We welcome candidates from all backgrounds and experiences to apply.



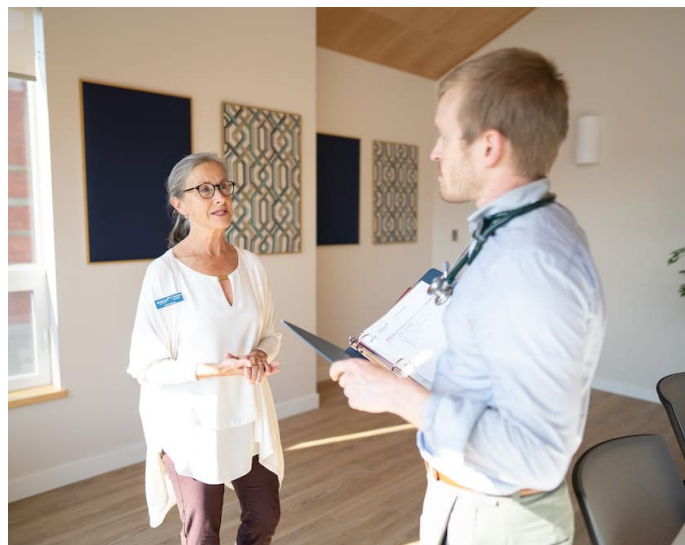


Executive Director

THE OPPORTUNITY

Hospice Halifax is seeking a strategic, compassionate Executive Director to lead our 10-bed hospice as we continue to offer the best end-of-life care to our patients and their families.

Reporting to the Board of Directors and managing a team of 60+ staff and 180+ volunteers, the Executive Director will inspire innovation while fostering a caring, supportive and compassionate community of staff, volunteers, donors, patients and their families. Passionate about personalized end-of-life care, the Executive Director will ensure the



provision of quality care for our residential hospice and delivery of programs which include a variety of counselling, grief, and bereavement supports. Currently serving up to 150 patients each year, the Executive Director will also support our plans for future growth.

Leveraging a strong understanding and passion for our mission, vision and values, the Executive Director will use their excellent communication and community relations skills to navigate and foster relationships between the Hospice and a complex healthcare system while building other strategic relationships and networks of support across the region.

The Executive Director will work on-site at our beautiful new facility at 618 Francklyn St. in the south end of Halifax.



ABOUT HOSPICE HALIFAX

Hospice Halifax operates a ten-bed facility in Halifax opened in 2019, as well as a retail Thrift Store located in Lower Sackville. We are a compassionate and supportive community of staff members, health care professionals, advocates, over 180 volunteers, family members and donors dedicated to making the dying, death and grief experience the best it can be.

Our Vision

We are recognized as the thought leader in making the dying, death, and grief experience the best it can be.

Our Mission

Creating place and space for grief and end-of-life care through compassionate support, innovative practices, and comprehensive education.

Our Promise

We give you space to live before you die.

Our Values

- **Compassion**

We believe compassion is the cornerstone of exceptional end-of-life care. We have a profound capacity to connect on a human level, forging meaningful relationships to explore fear, grief, and loss.

- **Community**

By collaborating with patients and their families, healthcare partners, academia, donors and like-minded organizations and individuals, we endeavor to create societal shifts in how we approach bereavement, grief, and end-of-life care.

- **Wisdom**

Knowledge is a powerful tool in navigating the challenges of dying, death, and grief; as thought leaders, we strive to create a ripple effect of positive change.

- **Inclusion**

We honour diverse cultures and backgrounds, lifestyles, and beliefs; affirming that every person's life is meaningful, dignified, and respected.

- **Care**

We bridge the gap between medical expertise and emotional well-being; ensuring the physical, emotional, and spiritual dimensions of our patients and loved ones are nurtured by our inspired and engaged team.

Hospice Halifax is committed to taking action against racism and oppression in our workplace, to identify and address systemic barriers to full and equal participation. As such, each member of our team must be committed to fostering a safe working environment where all members of the team experience an authentic sense of inclusion and belonging.



ADDITIONAL INFORMATION

- [Our History](#)
- [Annual and Financial Reports](#)
- [Board of Directors](#)
- [Virtual tour](#)
- [Programs](#)
- [Events](#)
- [Ways to Give](#)
- [Resources](#)
- [News & Articles](#)
- [For Healthcare Professionals](#)

BOARD LEADERSHIP

Phil Otto, Chair
Corey Mattie, Vice-Chair
Jonathan Caldwell, Treasurer
Meagan Halverson, Secretary
Joanne Bath
Anne Campbell
Kelly Duplisea
Kevin Landry

Graham Langill
Riley Otto
Hon. Geoff Regan
Jillian Sexton
Dr. Rod Wilson
Dr. Brenna vanTol, Ex-Officio
Victoria Sullivan, Ex-Officio



KEY DUTIES AND RESPONSIBILITIES

Planning, Leadership & Operations

- Ensure programs, services and the overall organizational culture reflects a commitment to Hospice Halifax's mission, vision and values.
- Work with the Board of Directors to develop and execute multiyear strategic plans.
- Lead the development and execution of the annual operational plan, establishing goals, objectives and metrics that reflect strategic objectives.
- Motivate and mentor the senior leadership team to strategically grow the organization's impact while fostering a culture of collaboration and service excellence.
- Retain the right level of qualified talent in collaboration with the senior leadership team and Human Resources staff through ongoing staff development, performance management, and competitive compensation and benefits.
- Effectively manage contract negotiations and statutory compliance.
- Research, build knowledge and monitor trends and issues in hospice/palliative care by participating in educational opportunities, identifying and maintaining key relationships and networks, and participating on committees and in professional organizations.
- Oversee the deployment and compliance of labour standards, Health and Safety regulations and practices and processes to maintain a safe and healthy work environment.
- Ensure oversight and compliance with Nova Scotia Community Hospice Residence standards and reporting requirements.

Governance

- Prepare and deliver regular reports and other materials in a timely manner to support Board oversight, attending meetings and supporting all activities in an ex-officio role.
- Support the implementation of Board policies and procedures.
- Work with the Board to ensure ongoing risk management and mitigation.
- Partner with the Board to recruit and retain new Board members.

Financial Management and Fundraising

- Create and present the annual budget for Board approval.
- Oversee the financial performance of the organization, ensuring compliance with all regulatory and legal obligations.
- Provide oversight of the fundraising strategy, donor pipeline and activities in collaboration with fundraising staff, leveraging the Board as required.

External Relations

- Navigate and develop key relationships within the palliative care network and healthcare system to support operations and program excellence.
- Work with the Communications staff to manage the organization's marketing and public relations, brand development and the implementation of communication and marketing strategies.
- Represent the organization and serve as the primary spokesperson at public events, conferences, partnership meetings, and networking opportunities.
- Function as a community ambassador, presenting and promoting the organization and its mission, programs and partners in a manner that builds engagement and support.

EXPERIENCE, SKILLS, KNOWLEDGE, AND ABILITIES

- Passion for the mission, vision and values of Hospice Halifax and knowledge of end-of-life issues.
- Progressive senior leadership experience in non-profit organizations, with a preference for experience in a health-related organization. Experience in the hospice/palliative care sector is a definite asset.
- Knowledge and experience with non-profit governance, strategic and annual planning, financial management, revenue development, and the oversight of operations and staff.
- Demonstrated success building, leading, coaching, and retaining high performing staff teams.
- Direct experience working with/or reporting to a Board of Directors.
- Proven ability to successfully create, manage, and develop relationships with diverse audiences, including clients/patients, staff, volunteers, donors, community partners, and government.
- Experience with non-profit financial oversight, budget development and management.
- Familiarity with federal and provincial legislation, regulations and standards related to the management of charities and hospice palliative care.
- Knowledge and experience with program and service evaluation including quality assurance.
- Sound understanding of risk and health and safety management.
- Ability to be flexible and shift focus to meet strategic objectives in a constantly changing environment.
- High level of integrity, confidentiality, and accountability.
- Advanced people skills, with a proven ability to effectively listen, collaborate and engage people to achieve outcomes.
- Innovative and creative thinker, with ability to motivate and inspire others.
- Strong work ethic, with proven ability to effectively manage competing priorities and achieve on time results.
- Diplomatic with solid negotiation, conflict resolution, and problem-solving skills.
- Exceptional verbal, written, interpersonal and presentation skills with the ability to communicate effectively with diverse audiences.
- Proven commitment to equity, diversity and inclusion.
- Degree in a related field (e.g., public administration, human services, business, healthcare, management or one of the regulated colleges) an asset or a relevant combination of education and experience.
- Availability to work on-site and be on-site during evenings and weekends as required.

LEADERSHIP BIOGRAPHIES

Phil Otto, Board Chair

Phil Otto, ICD.D, founded Halifax-based branding and marketing firm Revolve in 1986, which merged with five other agencies in 2022 to become Believeco:Partners. As a Senior Brand Strategist, Phil has a solid reputation for bringing clarity, creativity and tactical strategies to the brands he helps navigate. He believes the most prolific brands in the world are built on a single big idea and point of differentiation. He has deep experience with clients of all size – from small startups and not-for-profits to multi-national corporations and government agencies – helping connect brand and corporate reputation to culture, values, employee behaviour and customer experience. A father of four and named to Atlantic Canada’s Top 50 CEO Hall of Fame and an Ernst & Young Entrepreneur of the Year Finalist, Phil is a passionate supporter of entrepreneurship, local business and the community. He is board chair of Hospice Halifax and Timberkids Charitable Foundation; and sits on the boards of Rugby Canada, Canada Rugby Foundation, AROI and Children’s Wish NS Chapter. Phil is past chair of the board of directors of the IWK Health Centre, Igility and Nova Scotia Hearing and Speech Foundation and past Honorary Colonel of Canadian Airforce Base 12 Wing Shearwater.



Corey Mattie, Vice Chair

Settler from K’jpuktuk with historic Mi’kmaw ancestry, a member of the Indigenous Professional Association of Canada, and co-founder of Indigenous Treaty Partners (ITP) – Corey Mattie has always been involved with supporting Canadians through complex topics. As a professional keynote speaker to international audiences including the G7 Research summit, United Nation Canada, and Parliament Hill; Corey is a strong advocate for the importance of environmental enhancement, social responsibility, and ethical business practices. A local from Mi’Kma’ki (Atlantic Canada), Corey places strong value on the adoption of Indigenous practice and a triple bottom line for corporate Canada. Holding a Bachelor of Commerce from Saint Mary’s University, a Certificate in ISO Management from the University of Toronto and Ryerson, a Certificate from the Foundation for Environmental Stewardship, a LEED Accreditation, Antiracism training from both the Human Rights Commission and InterActivist. Corey is well rounded in various aspects of Canadian economic industry and ethical management.



ORGANIZATIONAL CHART

