



RIDEAU HALL FOUNDATION | FONDATION RIDEAU HALL

Director, Strategic Initiatives

THE OPPORTUNITY

We are seeking **two** experienced leaders with subject matter expertise for the role of **Director, Strategic Initiatives** who will collaborate to develop and manage a range of programs to support the Rideau Hall Foundation's work within the broad areas of **Learning, Leadership, Giving** and **Innovation** (*information on these priority areas is provided on page 2*).

Reporting to and working closely with the President and CEO, as well as in collaboration with the Board of Directors, the two new Directors, Strategic Initiatives will play a critical role in building strategy and capacity for the Rideau Hall Foundation and its current and future impact. Areas of responsibility will include researching and analyzing existing and new projects related to the Foundation's areas of focus; initiating, developing and assuring the implementation of new and ongoing programs; building and managing relationships, and working collaboratively with key stakeholders and partners to advocate for and drive program quality and success.

The ability to work effectively in both official languages is required for these positions. As well, regular pan-Canadian travel is expected. Both positions are to be preferably based in Ottawa, although candidates based in the Greater Toronto Area may also be considered.

ABOUT THE RIDEAU HALL FOUNDATION

The mandate of the Rideau Hall Foundation is ground breaking: the Foundation "mobilizes ideas, people and resources from across the country to leverage Canada's national spirit and realize our common aspirations as Canadians." No other foundation in this country has such an aspirational goal. As an independent and non-political charitable organization established in 2012, the Foundation works closely with the Office of the Governor General in addition to many external partners in order to support initiatives which strengthen our identity, build capacity, and contribute to the advancement of a smart and caring nation.

The Rideau Hall Foundation reflects the Governor General's interest in helping individuals and organizations achieve their aspirations for Canada. It was influenced by a desire to foster Canadian values and identity by utilizing the unique leadership role which the Governor General can play in helping marshal the talent, energy, and resources of the country. The Foundation is seen as a central ingredient in the evolution and modernization of the Office of the Governor General by helping that office pursue its vital mandate to connect, honour, and inspire Canadians.

PRIORITY AREAS OF FOCUS

The Foundation's priority areas of focus are the following building blocks for a smart and caring nation:

Learning Portfolio: Expand opportunities for learning and exchange of talent

Governors General since confederation have taken an enduring interest in how Canadians learn and how they apply learning to advance themselves and their communities. Equality of opportunity and the improvement of learning outcomes across the country are considered critical to the realization of that aspiration. The Foundation will focus on early learning, indigenous education, and innovative support for at-risk and disadvantaged youth at the primary and secondary level. This emerging Foundation theme will address both the equality of opportunity and the recognition of excellence in Canada's learning continuum. Examples of current programs in this portfolio include the Queen Elizabeth Scholars and Wise Practices in Indigenous Education.

Leadership Portfolio: Invest in Canadian leaders with transformative potential

The development of leadership has a long history of service and support at Rideau Hall. Working with partners, the Foundation aims to expand opportunities for established and emerging tri-sector leaders and to invest in conditions that support their growth and impact at home and abroad. An example of the Foundation's work in this area is a collaboration with the 4Rs Youth Movement, which brings indigenous and non-indigenous young people together in the spirit of reconciliation, and the Vice-Regal network (Lieutenant Governors and Commissioners from each province and territory).

Giving Portfolio: Widen the circle of giving

The Foundation is involved in social marketing efforts and research related to new and changing patterns of giving and volunteering. Patterns of generosity are changing in Canada and beyond –with crowd sourcing, micro-lending, global volunteerism, social enterprise and more – and yet little is known about how to modify the values and behaviours required to increase Canadians' support of charitable and not for profit causes. Aside from tapping into available research and enhancing current initiatives like My Giving Moment, the Foundation is considering assisting the establishment of a Giving Index, and working with others to strengthen personal giving in the business community and other high-potential constituencies across the country.

Innovation Portfolio: Strengthen Canada's culture of innovation

Innovation is widely understood to be fundamental to Canada's economic prosperity and our social and environmental progress. Our potential to innovate is limited only by the resources and creativity we apply to the process. The Foundation will help secure Canada's place in the world by giving Canadians a platform for innovation at the national level, including the development of the Governor General's Innovation Awards and the potential to scale up and replicate incentive mechanisms such as the Arctic Inspiration Prize (<http://www.arcticinspirationprize.ca/>).

IDEAL CANDIDATE

The Director, Strategic Initiatives will be an experienced leader with deep subject matter expertise in one or more of the Foundation's key portfolios: Learning, Leadership, Giving and Innovation. The successful candidate will have knowledge of the Canadian charitable and not-for-profit sector and will be in a unique position to convene conversations and 'seed' important initiatives across Canada with both private and public sector institutions and organizations. The ideal candidate will be passionate about the mission and goals of the Foundation and excited to carry forward ideas and implement initiatives and programs.

Through active listening and dialogue, the Director, Strategic Initiatives will explore, understand, and translate the Foundation's key areas of interest into projects and partnerships. The ideal candidate will have the ability to effectively engage and interact with thought leaders to probe, consult, find synergies, connect, persuade, influence, and catalyze ideas and activities in partnership with others. Entrepreneurial and nimble, with sound judgement, the successful candidate will bring forward new issues, opportunities, and projects to help channel our thinking, interests, and program decisions.

Given the nascent stage of the Foundation, the Director, Strategic Initiatives will be closely collaborating with the Foundation President and Foundation colleagues to build the team, their roles, and the processes by which the Foundation operates. The ideal candidate will be comfortable with shaping "something from nothing", with the limited infrastructure and resources of a newly established Foundation. The new incumbent will be tolerant of ambiguity; able to balance drive and persistence with patience and restraint, and comfortable working independently while being a supportive team player. The successful candidate will be highly flexible and comfortable handing off and picking up new projects based on strengths and relationships, thereby assuring that project leaders are those who are best-positioned for success.

The Director, Strategic Initiatives will oversee a small team of program officers (two to three) and will be a strong coach, mentor and motivator, providing help and guidance to allow staff members to effectively contribute to and support the Foundation's work. Inspiring, focused and energetic, the new incumbent will be active in being both a coach as well as a player when needed to assure the team's success in all areas of program or project planning and implementation.

The ideal candidate will understand and be appreciative of the historic role they will be playing in building strategy and capacity for the Rideau Hall Foundation and its future impact. How they conduct themselves will be as important as what they do, and they will have significant leadership experience and maturity as well as discretion and loyalty, with a constant awareness and respect for the Governor General's role and Office. Diplomatic and sincere, the Director, Strategic Initiatives will represent our Foundation with professionalism, integrity, and humility. The new incumbent will work with a high degree of consultation and collaboration and will be an honest partner who possesses an ability to develop and maintain trusting relationships with the Foundation board, colleagues, staff, partners as well as all internal and external stakeholders.

Because of the unique nature of the Foundation, bilingualism is important for this role as is the availability for regular travel within Canada. A University degree is expected for this position.

KEY AREAS OF RESPONSIBILITY

The Director, Strategic Initiatives will build an understanding of the Canadian landscape relevant to their portfolios and develop a strong national network with whom the Foundation can engage to achieve its vision and goals. The Director, Strategic Initiatives will ensure that existing programs are delivered with excellence and that new opportunities are carefully explored to determine if there is an appropriate role for the Foundation. It will be critical to balance opportunities for leadership with the capacity of the Foundation to make a difference.

The Director, Strategic Initiatives will have responsibilities in the following areas:

Strategy

- Lead portfolio strategy development, renewal and evaluation.
- Collaborate with Foundation senior leadership to ensure strategy elements and new initiatives and ideas are aligned with the Foundation's vision, mission and mandate as well as key portfolios.

Implementation

- Drive forward existing and new portfolio initiatives (programs, projects, thought leadership, etc.)
- Initiate new ideas; transition ideas into action using efficient project planning and management procedures.
- Lead new initiative design, capitalization, implementation, stakeholder engagement, day-to-day support, communications and evaluation activities for all initiatives within a portfolio.
- Collaborate with Foundation leadership and finance team to ensure effective and efficient financial management of portfolio.
- Monitor and track activity, engagement, and other specific requirements.

Partnerships

- Use a relationship based approach in developing partnerships with key stakeholders and funders.
- Engage with and support external partners and stakeholders; acts as the main point of contact for portfolio activities.
- Fulfill deliverables, monitor required reporting and contribution schedules.
- Develop and build collaborative relationships with staff of the Office of the Secretary to the Governor General (OSGG).
- Ensure the Foundation and the OSGG are aligned on program delivery methods and outcomes for joint ventures.

QUALIFICATIONS AND COMPETENCIES

- Demonstrated advanced subject knowledge and expertise with national reach, as well as proven mobilization and program management experience in one or more of the Foundation's portfolios: Learning, Leadership, Giving and Innovation.
- Strong knowledge of the Canadian charitable, philanthropic and not-for-profit sector and regulatory environment.
- A minimum of five years leadership experience in the areas of program development and project management.
- Talent and tenacity for identifying issues and problem solving.
- Experience with small or start-up organizations or initiatives as well as capacity building and strengthening; high comfort with different organizational cultures.
- Exceptional service orientation and interpersonal skills; proven ability to establish and build trusting relationships and work with diverse populations.
- Integrity, diplomacy, exceptional judgement.
- A strong work ethic with attention to detail and demonstrated ability to manage a variety of complex projects concurrently to a high standard of excellence.
- Ability to operate and thrive in a collaborative environment as well as to work independently with demonstrated flexibility and initiative.
- Proven track record in managing, coaching and motivating staff for success.
- Strong written and verbal communication proficiencies; ability to work effectively in both official languages.
- Flexibility to work select evenings and weekends is essential as well as availability to travel regularly within Canada.
- A University degree is required for this position.

FOR MORE INFORMATION

KCI (Ketchum Canada Inc.) has been retained to conduct this search on behalf the Rideau Hall Foundation. For more information about these leadership opportunities, please contact **Sylvie Battisti, Senior Executive Search Consultant** by email at RHF@kciphilanthropy.com.

Please send resume and letter of interest to the email address listed above by **April, 18, 2016**. All inquiries and applications will be held in strict confidence.

Further information about the Rideau Hall Foundation is available at www.rhf-frh.ca and to view the Executive Brief for this position, please visit www.kciphilanthropy.com/search.