



# EXECUTIVE DIRECTOR

## Executive Brief

The New Brunswick Medical  
Education Foundation Inc.



La fondation d'éducation médicale  
du Nouveau-Brunswick Inc.



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### FOR MORE INFORMATION

KCI Search + Talent has been retained to conduct this search on behalf of The New Brunswick Medical Education Foundation. For more information about this opportunity, please contact Sylvie Battisti, Vice President, KCI Search + Talent by email at [NBMEF@kci talent.com](mailto:NBMEF@kci talent.com)

**All inquiries and applications will be held in strict confidence. Interested candidates should send resume and letter of interest to the email address listed above by July 15, 2022.**

The New Brunswick Medical Education Foundation is an equal opportunity employer and encourages applications from all qualified applicants. Accommodations will be provided at any stage of the hiring process upon request. Applicants requiring accommodation during the interview process should contact Sylvie Battisti with any enquiries or for assistance.

The New Brunswick Medical Education Foundation requires full vaccination for all employees in compliance with public health advisory guidelines. Exemptions will only be considered for defined medical conditions as determined by the provincial Ministry of Health.

**Please note that the hiring salary range for this position is \$95,000 - \$110,000.**



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## Executive Director

### THE OPPORTUNITY

The New Brunswick Medical Education Foundation is seeking a passionate and inspiring Executive Director who will champion the Foundation's unique mission of investing in tomorrow's healthcare and keeping our best and brightest in New Brunswick to practice medicine.

The Executive Director will report to the Board of Directors and will be accountable for the overall executive management and success of the Foundation, and for ensuring its effective and efficient operation.

The Executive Director will work with the Board to achieve the strategic goals and objectives of the Foundation. Shifting comfortably between strategy and operationalization, the Executive Director will drive the implementation of the strategic plan and manage the fundraising activities of the organization as well as community outreach and public relations initiatives. The new incumbent will also be responsible for leading and managing the Foundation staff and ensuring the success of the organization's communications, financial management and operations.



With exceptional communication abilities and relationship-building skills, the successful candidate will build bridges by working closely with Board members in establishing and strengthening genuine relationships with various organizations and diverse major stakeholders throughout the province (including individual donors, foundations, corporations and government), utilizing those relationships to strategically enhance the New Brunswick Medical Education Foundation's mission and vision.

The ideal candidate will be a driven, astute, strategic and well-organized leader and fundraiser, who will be excited to help us continue to expand the presence of our Foundation province wide as well as lead the Foundation into its next stage of growth and fundraising success.

**This full-time position can be based at our Saint-John office or in a remote work location in New Brunswick and will require regular travel throughout the province.**



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# ABOUT THE NEW BRUNSWICK MEDICAL EDUCATION FOUNDATION

## Mission

- *Attract the best medical students to study in New Brunswick.*
- *Encourage medical students to practice in New Brunswick after graduation.*
- *Engage New Brunswicker medical students studying outside the province to return to practice medicine in New Brunswick.*



The New Brunswick Medical Education Foundation is dedicated to ensuring the health of everyone in our province. We do this by offering an unparalleled solution to physician recruitment. We provide financial assistance to medical students who can then practice in the province and ensure all New Brunswickers have access to the healthcare they deserve.



As Canada's only private not-for-profit foundation dedicated to the recruitment of New Brunswick medical students to practice at home and as the leading Medical Education Grants Foundation in New Brunswick, the New Brunswick Medical Education Foundation has been a pioneer in advancing healthcare for the province since 2010. Thanks to our generous donors, 168 medical students (alumni) have received financial support since its inception. As a result, there are now 31 doctors practicing throughout our province, and another 154 of our best and brightest students on return to service pledges to become our future physicians in New Brunswick. Our alumni come from all parts of New Brunswick and represent the true diversity of our province and healthcare needs.

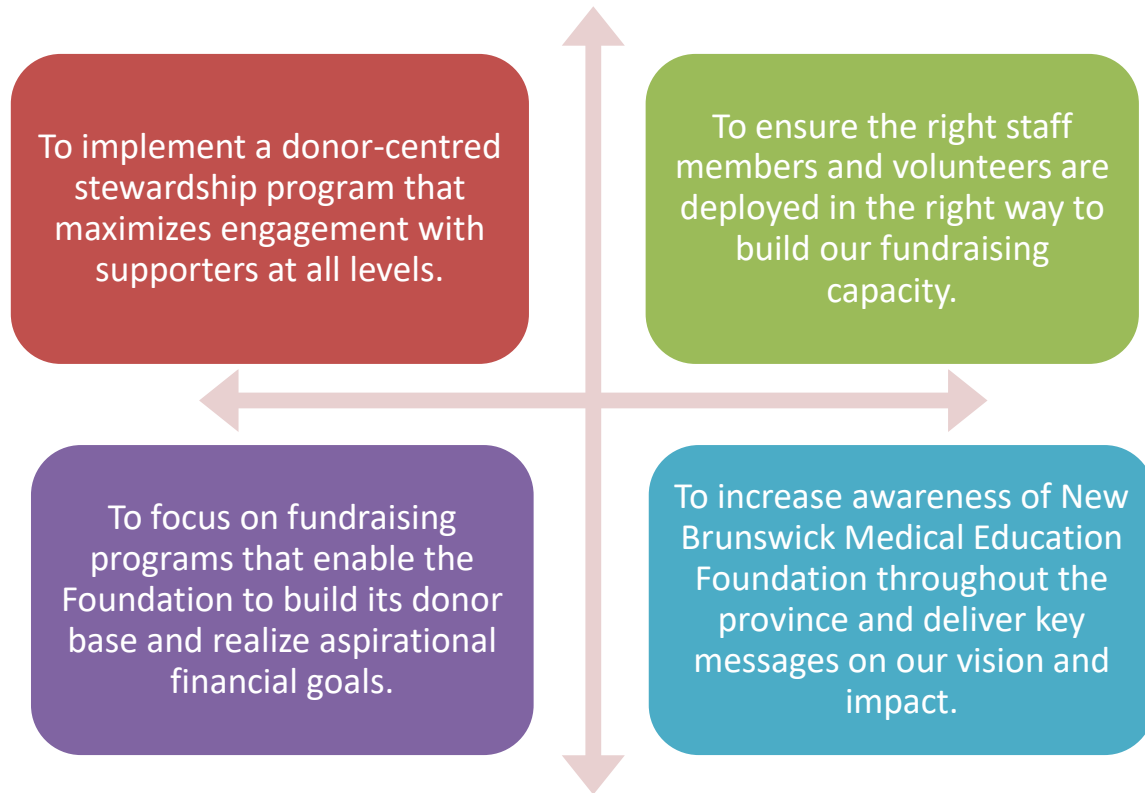


We are poised to take the Foundation to the next level, raise more funds for financial assistance, support more medical students in the province, and engage more donors and volunteers in our mission.



## Our Strategic Goals

We have established four strategic goals that give us focus and purpose. These goals inspire our staff, volunteers, donors, and other stakeholders to actively engage in the Foundation's work. They are action-oriented and measurable, to ensure we continually work toward and achieve our objectives.



## **PROGRAM AND FINANCIAL HIGHLIGHTS**

- Since 2010, The NBME Foundation has raised \$8 million and \$2,530,000 has been directed to medical students for scholarships.
- In 2021, a record 56 scholarships were awarded totalling \$382,000. We had 112 applicants. Unfortunately, we could not fund 56 of those deserving students.
- In 2020-2021, the NBMEF raised \$776,415 in donations from individuals, foundations, corporations, and government grants. The Foundation's endowment currently totals \$8.5 million.

## BOARD OF DIRECTORS

- Dr. James O'Brien – Co-Chair
- Jason Downey – Co-Chair
- Dr. David Marr – Past Chair & Executive Member at Large
- Dr. Thomas J. Barry
- David Berton Huestis
- Victor Boudreau
- Carol Chapman
- Mike Doyle – Treasurer
- Bernadette Fernandes
- Nora Kelly
- Dr. Robert Mackinnon
- Ron Outerbridge
- Dr. Alison Thomas Kennedy
- Dr. Michael Simon
- John Wallace

## ADDITIONAL INFORMATION

- [NBME Foundation](#)
- [Financial Statements](#)
- [Donor & Scholarship Recipient Stories](#)
- [News Articles](#)

## KEY DUTIES AND RESPONSIBILITIES

Responsible for the Foundation's leadership, operation and success, the Executive Director will have the following accountabilities:

### Board Governance

- Work with the Board in order to fulfill the organization's mission
- Responsible for leading the New Brunswick Medical Education Foundation in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Responsible for communicating effectively with the Board and providing all information necessary for the Board to function properly and to make informed decisions
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, and fundraising and to increase the overall visibility of the Foundation throughout the Province of New Brunswick and Atlantic Canada
- Responsible for overseeing the organization of the Board meetings and its committee meetings

### Financial Performance and Viability

- Responsible for fundraising and developing other resources necessary to support the New Brunswick Medical Education Foundation's mission
- Responsible for the fiscal integrity of the New Brunswick Medical Education Foundation, including submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensuring maximum resource utilization, and maintenance of the organization in a positive financial position
- Work closely with Board members and key volunteers to develop, solicit and steward prospects and donors, and to build their relationship with the Foundation

## **Organization Mission and Strategy**

- Work with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach
- Serve as the New Brunswick Medical Education Foundation's primary spokesperson to the organization's constituents, donors, the media, and the general public
- Establish and maintain relationships with various organizations throughout the province and utilize those relationships to strategically enhance the New Brunswick Medical Education Foundation's mission
- Responsible for the development and implementation of the New Brunswick Medical Education Foundation's programs that carry out the organization's mission
- Responsible for strategic planning to ensure that the New Brunswick Medical Education Foundation can successfully fulfill its Mission into the future
- Responsible for the enhancement of the New Brunswick Medical Education Foundation's image by being active and visible in the community and by working closely with other professional, civic, and private organizations

## **Organization Operations**

- Oversee and implement appropriate resources to ensure that the operations of the organization are appropriate
- Plan and manage the annual budget
- Establish employment and administrative policies and procedures for all functions and the day-to-day operation of the organization
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization
- Ensure that the Foundation complies with all legislations

## QUALIFICATIONS & KEY COMPETENCIES

- Five or more years of experience in a senior non-profit management role including knowledge and experience with fundraising strategies and donor relations unique to the non-profit sector
- Success in cultivating, soliciting and stewarding major gifts in the five figures or more
- Demonstrated knowledge of best practices in fundraising and a proven track record in leading or managing fundraising programs including major gift and/or planned giving programs and events
- Superior interpersonal skills to develop and maintain a broad range of relationships
- Experience in engaging and supporting volunteers for fundraising initiatives
- Knowledge of concepts of good governance and experience supporting boards and/or board committees
- Knowledge of financial management and experience managing budgets and fiscal accountability
- Exceptional written and verbal communication skills in English; working knowledge of French will be considered an asset
- Strong organizational abilities including management of staff, planning, program development and task facilitation
- Proficiency in the use of Microsoft Office Suite
- A university degree is preferred or a relevant mix of education and experience
- CFRE or CAGP designation would be considered an asset



## BIOGRAPHIES

### Jason Downey, Co-Chair



Jason is a Senior Executive within the Financial Services industry with 25 years of experience. In his current role as Senior Vice-President, Financial Services at IG Wealth Management, Jason leads a team of financial advisors throughout Atlantic Canada that are committed to providing complex financial planning and wealth management services to their clients. Jason is recognized for his commitment, drive and the ability to build and inspire a strong team to a path of success both personally and professionally.

With a strong commitment to his community and the Province of New Brunswick, Jason is proud to be Co-chair of the New Brunswick Medical Education Foundation and has been on the Board for the past four years. Throughout his time with the Foundation, Jason has led the initiative to build out a new Strategic Plan for the Foundation as part of the vision and commitment to healthcare throughout the entire province. Jason also served on the Board for the Saint John Regional Hospital Foundation as a Director and as Chair of the Foundation. In addition, Jason is the President of the Saint John Major U18 Hockey Program as Southern New Brunswick's elite hockey program.

### Dr. James O'Brien, Co-Chair



Born in St. John's, NL, Dr. O'Brien received his medical degree from Memorial University of Newfoundland and received his Plastic Surgery certification from the Royal College in 1985 having completed his residency at the University of Toronto.

In 2009 Dr. O'Brien was appointed special advisor for Medical Research with New Brunswick's Horizon Health Network and was soon appointed as Vice President Health Research and Innovation. Dr. O'Brien was a founding member of the NB Provincial Medical Education Steering Committee and also served as an advisor to the Deputy Minister, post-secondary education on the management committee of the Dalhousie Medical Education Program project which led to the establishment of the Dalhousie Medicine NB Campus in 2010. Dr. O'Brien has completed an EXTRA fellowship under the auspices of the Canadian Health Services Research Foundation and in the past has also served as a plastic surgery examiner for the Royal College.

At the present time, Dr. O'Brien holds faculty appointments at Dalhousie University and Memorial University of Newfoundland. Dr. O'Brien has served on the council of the Royal College since 2010 and has served on many committees at the Royal College. Most recently, he was appointed Director of Faculty and Alumni Engagement – NB for the Faculty of Medicine Memorial University of Newfoundland. He is currently a member of the Institute of Corporate Directors.