



Job Posting

Director, Strategic Initiatives & Engagement

The QEII Foundation is well on the path to success for the \$100-million We Are campaign, the largest healthcare fundraising campaign ever in Atlantic Canada. And when we plan the celebration event after reaching that ambitious goal, every talented team member will know they played a part in healthcare history.

The Foundation's work inspires generosity to advance health care at and through the QEII Health Sciences Centre to fund new technologies, medical research, and innovation. We are committed to improving patient outcomes and experience, and to the recruitment and retention of the very best physicians and clinicians. The Foundation dreams big and is unapologetic about its goals and aspirations to transform health care for patients from across Atlantic Canada and beyond.

Our work is driven by our vision to transform care and to transform lives. And our values are wrapped around everything we do.

- We lead with heart.
- We take integrity to the next level.
- We embrace boldness.

Our people make all the difference. This was recently recognized by the QEII Foundation being named as a '2025 Best Place to Work in Atlantic Canada'. A passionate team of professional staff working together with dedicated and influential business and community leaders on our Board of Directors, Campaign Cabinet and in other volunteer leadership positions, help us inspire our communities every day.

The Role

We're looking for an equally driven and dedicated professional to join our team in the role of Director, Strategic Initiatives & Engagement.

The Director, Strategic Initiatives & Engagement reports to the President & CEO and is a member of the senior management team (CEO, VPs, and Directors). The Director represents the Office of the President & CEO to internal and external partners, collaborators and influencers to advance the Foundation's mission to transform health care in Nova Scotia. As Director, Strategic Initiatives & Engagement, the incumbent's work will showcase project management skills that fosters collaboration and accountability and ensures the successful delivery of key initiatives on behalf of the Foundation.

Position Responsibilities

1. Strategic Planning & Project Management
 - Manage the development, implementation and progress reporting on the strategic plan, including ensuring strong coordination across the organization of action plans, monitoring and reporting of goals, timelines and KPIs.



- Lead the end-to-end management of multiple strategic projects, from planning to execution and monitoring. This portfolio of projects will support the delivery of goals and objectives from the strategic plan and business plan, including emerging opportunities with our key strategic partner, Nova Scotia Health.
 - Work with physician, clinical and administrative leadership at the QEII Health Sciences Centre and at Nova Scotia Health to ensure a strong portfolio of compelling funding priorities aligned with the Foundation’s mission, donor interests and campaign status. Serve as the Foundation’s primary point of contact internally and with clinician partners for funding priorities. Manage, track progress and overcome barriers to support impact and accountability reporting to donors.
2. Board Governance
- Ensure the effective alignment of governance activities with Articles of Association, terms of reference, policy reviews, compliance reporting, annual Foundation business planning, and more.
 - Prepare Board and committee workplans, briefing materials, reports, and presentations. Support the preparation of agendas as required.
 - On behalf of the President & CEO, implement a communications strategy with the QEII Foundation Board, Honorary Trustees, volunteer leaders and key donors.
3. Government and External Relations
- Manage the implementation of the government and external relations strategy. Develop goals and objectives for approval and manage outcome reporting to the Executive Leadership Team. Provide direct support to the Government & External Relations Committee of the Board of Directors.
 - Personally manage a portfolio of government and external partners and collaborators and support the President & CEO in managing their portfolio.
 - Establish working relationships across the Foundation and with key partners and influencers at Nova Scotia Health, the QEII Health Sciences Centre and others.
 - Work collaboratively across the Foundation and manage relationships with multiple partners and influencers to ensure that diverse perspectives are meaningfully included.
4. Organizational Leadership
- Contribute as an active member of senior management (directors and the Executive Leadership Team) to support business planning, staff engagement, team development and more.
 - Support the Equity, Diversity and Inclusion strategy, including as a representative on the staff-led EDI committee.
 - Support communications flow to and from the Office of President & CEO with the Foundation team and key partners.
 - Prepare briefing documents, reports, and presentations on behalf of the President & CEO.



We're looking for candidates who are passionate about working with a team to deliver impact. If you have the following experience and competencies – or their equivalent – you're encouraged to apply:

- A university degree. Public administration, political science, and/or administration preferred.
- Five to eight years of related work experience. Health system experience and/or experience with government is considered a definite asset.
- Demonstrated experience and skills:
 - managing multiple projects with competing timelines
 - working with boards of directors and senior volunteers
 - preparing compelling briefing materials and related documents
 - implementing and reporting on strategic plans and initiatives
 - nurturing internal and external relationships, including with elected officials (government) and their staff teams
 - influencing without direct authority
 - contributing as an organizational leader (senior management)

The QEII Foundation is on an intentional EDI journey. We encourage and welcome applicants from all backgrounds to apply. We encourage candidates from the following underrepresented groups to self-identify in their application: Indigenous, African Nova Scotians/black or racialized, 2SLGBTQIA+, disability, or other.

We've found our groove with opportunities for staff to work and contribute meaningfully both in-person and remotely as part of our flexible working model. We believe scooters are faster than walking from one end of the office to the other. Good coffee and snacks power critical thinking in our meetings. And one can never have enough whiteboards in a room. We win as a team. We grow as a team. And we celebrate the moments as a team.

Based on our competitive compensation strategy and the experience of the incumbent, the hiring range for this position is \$90,000-\$106,000 with future potential to \$122,000.

Interested candidates are encouraged to submit a cover letter and resume to Jennifer Keeping (Jennifer.Keeping@QE2Foundation.ca).

Qualified candidates will be interviewed as applications are received. For this reason, there is no set closing date.

