



**PEMBERTON & DISTRICT**  
Health Care Foundation

**About Pemberton & District Health Care Foundation**

The Pemberton & District Health Care Foundation (PDHCF) is a non-profit agency that advocates for and financially assists in the provision of health care services, facilities and equipment to benefit the community in which it serves. For more information, please visit

<https://pembertonhealthcarefoundation.org/contact/hiring-application-form>

Pemberton & District Health Care Foundation is seeking a responsible, dedicated and self-motivated individual to fill the position of Executive Director.

**Executive Director**

Position Type:	Contract P/T
No. of Positions:	1
Term:	One-year contract 16 hours per week. This position will have the opportunity for expansion to F/T or renewal dependent upon funding.
Compensation:	\$35.00/hr.
Job Location:	Home Office - preferably Pemberton or Whistler Region
Application Deadline:	March 31, 2025

Reporting to the Chair of the Board of Directors, the Executive Director will have overall strategic and operational responsibility for the execution of PDHCF's mission, fundraising, marketing and communication and expansion.

The Pemberton Health Care Foundation is in the preliminary stages of developing a Capital Campaign to enhance the healthcare experience in the Pemberton Region. The Executive Director will be responsible, in collaboration with the Board of Directors, for the development, marketing and the future execution of the Capital Campaign.

**Responsibilities:**

**Leadership & Management:**

- Actively engage and energize PDHCF's volunteers, board members, event committees, partnering organizations, and funders.
- Support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for ongoing operations; inform the board of donor details and successful campaign details.
- Plan and prepare meeting structure and information for board meetings in coordination with the Board Chair.
- Supply the board with technology to streamline work and maximize impact.

**Fundraising and Communications:**

- Inform and raise awareness within the Pemberton community about healthcare needs and actively support and promote the establishment of medical services, facilities, and equipment throughout the Sea to Sky Corridor.
- Expand revenue generating and fundraising activities to support existing funding requirements and future Capital Campaign.
- Attend PDHCF's fundraising events.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand and position the Capital Campaign in a strong framework for success.
- Use external presence and relationships to garner new opportunities.
- Serve as a public face of the organization speaking with reporters, donors, and other community members regarding the Foundation.

**Planning & New Business:**

- Build partnerships in new markets, establish relationships with funders, and political and community leaders

**Compliance**

- Ensure PDHCF's is operating in compliance with all laws and regulations including CRA, Provincial, Regional and local governments.
- Ensure PDHCF adheres to the highest ethical standards possible.

**Qualifications**

The Executive Director will be thoroughly committed to PDHCF's mission. All candidates should have proven leadership, coaching, and relationship management experience.

- Previous experience in a senior management or leadership role.
- Ability to develop, implement and execute strategic plans for growth.
- Good understanding of the financial metrics and strategies for development.
- Public relations and marketing skills.
- Strong interpersonal skills.
- Effective communication skills including verbal and written communication.
- Proficiency in MS Word, Excel and PowerPoint.
- Previous experience working with a Board of Directors with the ability to cultivate existing board member relationships.
- Must be available to work weekends and evenings.
- Degree in business administration or a related field is an asset.

Please submit your resume and cover letter by email to [info@pembertonhealthcarefoundation.org](mailto:info@pembertonhealthcarefoundation.org)  
*We wish to thank all applicants for their interest and effort in applying for the position; however, only those selected for an interview will be contacted.*

The Pemberton & District Health Care Foundation operates within the traditional territory of the Lil'Wat Nation and the St'át'imc Nation and respects their people, language and culture.