Palliative Care Society of Cape Breton County
HOSPICE

CAREER OPPORTUNITY

Could your next career move also be your calling?

Executive Director

Hospice Palliative Care Society of Cape Breton County

> The Hospice Palliative Care Society of Cape Breton County is looking for an Executive Director who can lead our work and tell our story.

About Us

For almost 40 years, we have been a vital community healthcare partner in Cape Breton County. Thanks to our donors and volunteers, we support compassionate care for people living with life-limiting illness and the people who love them. The Society owns and manages the Hospice building, a 10-bed residence. We also support the work of Nova Scotia Health's Palliative Care Service at the nine-bed An Cala Palliative Care Unit at the Cape Breton Regional Hospital, at the Hospice, and in care at home and other settings. This position is with the Hospice Palliative Care Society of Cape Breton County, a registered charity, and is not a Nova Scotia Health position. Learn more at **hospicecapebreton.org**

The Role

Reporting to the Board of Directors, the Executive Director leads the Society day-to-day and is its public voice. You will turn our strategic plan into action and make sure the community knows what we do, why it matters and how they can help.

Tell Our Story and Build Relationships

- Represent the Society with media, donors, partners and the public, including speaking at community and professional events
- Lead our communications with the Public Relations Committee and any contracted support, keeping our messaging, tone and brand consistent in print, digital and community channels
- Work with the Education, Fundraising and Public Relations Committees on events, campaigns, donor stewardship and recognition of our supporters
- Strengthen partnerships with the Nova Scotia Health Authority, the Palliative Care Service and community organizations

Lead the Society

- Work with the Board to carry out the strategic plan and set annual goals that fit our budget and the needs of the Palliative Care Service
- Support and coach employees and work alongside volunteers
- Keep the Board informed about issues and risks, including risks to our reputation

Lead Fundraising, Look After the Hospice and Our Finances

- Lead the Society's fundraising strategy and initiatives, working with the Fundraising Committee to grow donor support, plan campaigns and events and steward our donors
- Work with the Finance Committee to develop a financial strategy and annual budget for Board approval, with fundraising and facility needs in mind
- Keep the Society fiscally responsible and viable, approve expenditures as authorized by the Board and follow our financial controls
- Work with the Treasurer and Bookkeeper to give the Board timely monthly reports and support the annual audit
- Plan ahead for the long-term maintenance and repair of the Hospice and An Cala furnishings
- Oversee care and maintenance of the Hospice residence and grounds, and keep us in compliance as owner of the building
- Make sure our policies are in place and reviewed on a three-year cycle

Your Qualifications

- A university degree in business, communications or a related field and five years of directly related experience, or an acceptable combination of education and experience
- Strong writing and public speaking skills, with experience in communications, public relations or fundraising
- Experience working with a volunteer Board of Directors
- A proven track record leading fundraising, from donor relationships to campaigns and events
- Practical knowledge of budgeting and financial controls, and experience with facility and contract management
- Familiarity with Canada's charitable sector and the rules not-for-profits operate under
- A collaborative, empathetic and accountable leader who solves problems and builds relationships easily
- Intermediate proficiency with MS Office

Working Conditions

Some work happens outside regular hours, and occasional travel in the region is required, so you will need a valid driver's licence.

Any offer of employment is conditional on:

- A current and satisfactory Criminal Record Check and Vulnerable Sector Check
- Authorization to legally work in Canada

How to Apply

Send a cover letter and resume as a single PDF to **admin@hospicecapebreton.org** by **4 pm Friday, November 20, 2026**. In your cover letter, tell us why this work matters to you.

Only those selected for an interview will be contacted. We will provide reasonable accommodation as required. If you are contacted for an interview, please let us know if you need accommodation.