

## **Job Posting**

**POSITION TITLE:** Executive Director  
**REPORTS TO:** Chair/President of Board  
**STATUS:** Full time

### **ORGANIZATION OVERVIEW:**

The F.K. Morrow Foundation, the legacy of Frederick Keenan Morrow has accomplished tremendous good since its beginnings in 1944. The Foundation is a Catholic charitable foundation that provides donations from investment earnings to the ministries of the Sisters of St. Joseph of Toronto and to other charities that demonstrate the values of compassion, dignity and respect for all and that align with the foundation's vision of lasting improvement in the quality of life for people and communities experiencing economic, social and environmental issues.

Funds are invested in companies within an ethical framework of social responsibility, taking into account environmental, social and governance factors.

### **POSITION SUMMARY**

Reporting to the Chair/President of the Board, the Executive Director is responsible for the leadership, management and daily operations of the Foundation

Responsible for oversight of the Foundation's assets as well as its financial and administrative processes, the Executive Director ensures that funds are invested in accordance with the Foundation's socially responsible investing philosophy, policy and guidelines and that grants are made in accordance with the mission, vision, values and strategic directions of the Foundation.

The work of the Executive Director is supported by one staff member and contracted services for investment monitoring; treasury, payroll and accounting; shareholder engagement dialogue, research & education.

## **RESPONSIBILITIES**

- In conjunction with the Board, develop the strategic directions and vision to guide the organization in advancing the mission
- Work with the Board to develop effective governance, asset management, granting and investment strategies, policy and guidelines
- Assist the Board and its committees in carrying out their responsibilities
- Oversee the activities of the Foundation in a manner designed to safeguard assets, meet statutory and internal reporting requirements and provide the Board of Directors with timely reporting of operations
- Direct the work of staff and contracted services and ensure the effectiveness and efficiency of general office administration activities
- Implement policies, programs and procedures to attract, review and make grants
- Oversee the Foundation's investment portfolio ensuring maximum financial and social returns, including use of socially responsible investment vehicles, ESG evaluation and shareholder engagement
- Liaise with consultants, portfolio managers and custodian as required
- Perform such other duties as directed from time to time

## **QUALIFICATIONS**

- Relevant post-secondary education in a related field or an equivalent combination of education and experience
- Accomplished business leader with demonstrably successful track record in a senior management role
- Understanding of both leadership and management principles as they relate to a foundation/not-for-profit organization
- Strategic leadership skills and a high degree of integrity and emotional intelligence
- Excellent written and oral communication skills
- Financial acumen and judicious stewardship of resources, including sound decision-making and excellent judgment
- Experience with or understanding of impact investing an asset
- Superior planning, administrative and organizational skills
- Comfortable working in a faith based environment

**Please apply in writing by Friday, October 8, 2021.**

**Resumes may be faxed (416) 429-7921 or emailed to [CSJHR@csj-to.ca](mailto:CSJHR@csj-to.ca)**

*The Congregation of the Sisters of St. Joseph of Toronto values inclusivity and diversity in the workplace. We are committed to providing accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (“AODA”). If you require accommodation during any stage of the recruitment process please notify Human Resources @ [CSJHR@csj-to.ca](mailto:CSJHR@csj-to.ca)*

While we thank all applicants, only those selected for an interview will be contacted.  
Any information obtained during the course of recruitment will be used for  
employment recruitment purposes only.