



**POSITION SPECIFICATION**

Chief Operations Officer

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**McConnell**

## Position Specification

<b>Organization:</b>	McConnell Foundation
<b>Position Title:</b>	Chief Operations Officer
<b>Reports to:</b>	President and Chief Executive Officer
<b>Location:</b>	Montreal, Quebec

### Company

The McConnell Foundation is a private Canadian foundation that contributes to diverse and innovative approaches to address community resilience, reconciliation and climate change. It does so through funding and investment partnerships, strengthening capabilities, convening, and collaborating with the public, private and non-profit sectors.

The McConnell Foundation envisions a future in which our economy and social systems promote the thriving of all people, and in which the natural environment is stewarded for generations to come. The Foundation sees all sectors working together to address climate change, to help foster reconciliation, and unleash individual creativity and organizational resources to solve social challenges and strengthen communities.

Its mission is to strive for a resilient, inclusive and sustainable society that can successfully address its complex challenges.

## Position Summary

Reporting to the President and Chief Executive Officer, the Chief Operations Officer (COO) provides the leadership, management and vision necessary to ensure that the McConnell Foundation has the proper operational controls, administrative and reporting procedures, and people systems in place, to reflect the mission, vision, values, and position of the Foundation. The COO will be an integral part of the Senior Leadership Team and oversees Finance, People and Culture, Grant Management System and Information Technology (IT). In essence, the incumbent will be responsible for:

- Inspiring, developing and motivating the Operations Department (Finance, People and Culture, Grant Management System and IT) in order to foster a strong sense of collaboration that will help further consolidate the McConnell Foundation's role in the ecosystem;
- Providing leadership and guidance to the Operations Department so as to strengthen and promote a professional culture and work organization aimed at shaping the Foundation to have a greater impact on the country's most complex social challenges;
- Assessing, developing and implementing policies and procedures for all operations systems;
- Setting the standards and objectives related to the activities of the respective teams under his/her leadership;
- Creating and maintaining strategic partnerships with key internal and external stakeholders, particularly with the Chief Investment Officer, the Chief Program Officer and the Director, Communications and Governmental Relations, to support their activities;
- Fostering a collaborative environment that will enable the McConnell Foundation to strive to be best in class in grants management and partner responsiveness;
- Supporting and counselling the President and Chief Executive Officer on various matters relating to operations in order to ensure a responsible and sustainable position in a constantly evolving ecosystem;
- Actively participating as a member of the Senior Leadership Team in strategic planning and communicating appropriate information to relevant operations teams and committees.

## Core Responsibilities

### Strategic Responsibilities

- Lead, develop and implement all strategies and policies pertaining to the operations activities and ensure their coordination, standardization and alignment across all departments;
- Develop strategies aimed at being responsible and making sure there is alignment in the Foundation ways of working across departments, processes and systems;
- Assist and participate in the preparation of staff committees, Board of Directors meetings, Audit, Finance and IT (AFIT) Committee and any other relevant committee meetings;
- Promote a culture of professionalism, ethics and rigor in the execution of research, analysis and development of relevant operational tools;
- Create close and harmonious relationships with various stakeholders including suppliers, sector leaders, private foundations and representatives of relevant authorities;
- Act as an ambassador and internal champion on equity, diversity, inclusion and accessibility questions;
- Act as an ambassador to the Foundation in local, regional, national, and global philanthropic arenas and any other circles of influence and the community at large.

## **Organizational Responsibilities**

- Lead, support and develop the members of the team, and ensure that the optimal conditions are in place to implement the best business partnership approach with internal and external stakeholders;
- Clarify roles and responsibilities of the members of the team; define work standards and objectives to be achieved in order to support the vision of the Foundation;
- Instill a human resources management philosophy that promotes accountability, collaboration and adaptability; embrace a culture of excellence that encourages people to develop themselves, by supporting their learning and skills development, and by increasing their participation;
- Act as a steward for the Foundation's talent pipeline; maintain positive and ethical work climate that is conducive to attracting, retaining and motivating a diverse group of top-quality people at all levels;
- Carry out regular individual assessments of the team members under his/her leadership;
- Effectively manage and monitor budgets and work in partnership with the Investment Team to ensure proper communication of information that will help achieve the Foundation's financial objectives;
- On an annual basis, plan, develop and present to the President and Chief Executive Officer, an implementation plan that integrates and takes into account the Foundation's priorities;
- Develop, implement and assess the policies, procedures, and operating rules of the Foundation; ensure that the Foundation has the relevant key performance indicators in order to assess and monitor its governance, operations and financial performance;
- Ensure that the Operations Department has the necessary tools, systems and relevant information to further elevate the support it can provide to internal clients and partners;
- Supervise the planning and evaluation of the various operating levers and ensure their efficiency and alignment with the Foundation's objectives;
- Oversee and support the implementation of major projects.

## **Priorities**

- Integrate into the Foundation's environment and culture, and rapidly take stock of all current projects;
- Earn the trust and confidence of the McConnell family and Board of Directors, the Senior Leadership Team, the Operations teams and the stakeholders;
- Perform a thorough assessment of the Operations Department and develop and implement an effective structure (systems, policies, processes, KPI's), allowing to standardize ways of doing things while implementing rigor into the team;
- Review, update and modernize the Foundation's employee handbook according to best practices in the philanthropic sector;
- Oversee all projects related to the implementation and integration of new systems;
- Be actively involved as a member of the Senior Leadership Team in the strategic planning of the Foundation and ensure that the Operations Department action plan is aligned with its objectives;
- Lead and enhance the development of a culture focused on ethics, teamwork, engagement, accountability, and innovation.

## Position Requirements and Relevant Experience

- Postgraduate university education in a relevant field;
- At least 10 years of management experience as a senior executive, ideally in a pan-canadian service organization overlooking finance, IT, HR, project management and data analysis;
- Solid understanding of the non-profit sector; a direct professional experience is an asset;
- Relevant experience and demonstrated achievements in leading and mobilizing teams and creating an enabling environment; ability to communicate creative visions and strategies in order to inspire and motivate a team while leading them to focus their efforts on achieving business goals.

## Professional Skills and Attributes

- A result-oriented partner-centric builder who balances strategic vision with an operational execution orientation and has the executive presence and the communication skills to effectively communicate the importance of both;
- Thought leadership in the use of innovative and progressive management best practices and technologies;
- A change agent who exemplifies an entrepreneurial attitude and an ability to explore new ideas and methods of achieving objectives;
- Global strategic vision of current issues;
- Good judgment and political savviness; ability to cope with ambiguity and evolve in a complex environment;
- Comfortable working autonomously; analytical and intellectually curious;
- Ability to work in a team environment;
- Interpersonal skills, efficiency, sense of responsibility, communication skills and good interpersonal relations;
- Demonstrated integrity and professionally ethical;
- Bilingual.

## GXB Leadership Team

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