



LutherCare Foundation is Seeking Applicants for its Fund Development Council

Thank you for considering service on the LutherCare Foundation Fund Development Council. This body is dedicated to organizing and implementing the events, activities, and programs that raise money to help LutherCare Communities fulfil its vision and mission and is currently looking for three members to be a part of the work.

Fundraising can be a challenging, but very gratifying, activity. It gives you the opportunity to make a positive difference in people's lives. Service on the Fund Development Council also supports your personal development by giving you a chance to use your skills and abilities in new ways, gain valuable experience, and network with others who care about the people served by LutherCare. We value our volunteers and will do everything we can to make sure that your service on the Fund Development Council is a positive and rewarding experience.

ORGANIZATION

LutherCare Foundation is a self-governing body, established to generate financial support for LutherCare Communities.

Board of Directors – LutherCare Foundation's Board of Directors is a governance body made up of three individuals appointed by the Board of LutherCare Communities.

Fund Development Council – is an action group that organizes the activities that will meet the fundraising priorities of LutherCare Communities.

The Council may establish committees that can also include members from the wider community.

Monies to support LutherCare Communities will be received and receipted by the Foundation, which is registered as a charitable organization with Revenue Canada (charitable registration #890745995 RR0001).

STAFF SUPPORT

Administrative support for the operations of LutherCare Foundation are coordinated by LutherCare Communities' CEO and Vice President Corporate Services. Staff specifically assigned to the Foundation are:

- Manager of Fund Development and Community Relations (60%fte)
- Administrative Assistant (50% fte)

FUNDRAISING ACTIVITIES

LutherCare Foundation raises approximately \$250,000 in total revenue annually. Key elements in the annual fundraising program include the following:

Direct Mail

- LutherCare Light newsletter – currently published three times a year for a circulation list of approximately 5,000. Content includes news about LutherCare Communities and its residents and clients, donor recognition, and appeals for support.
- Christmas Appeal – published in November with a circulation list of approximately 5,000. Generally, a simple Christmas greeting/message from the CEO and/or Board Chair, or a third party testimonial from family or staff member.

Special Events

- Fundraising Dinner – generally held during the first two weeks of May. Tickets are \$110, with a \$60 charitable receipt included in the price. Corporate sponsorship opportunities are available. The Fundraising Dinner generally achieves net revenue of approximately \$20,000.
- Power Breakfast – held in October. It is a free event with a freewill offering. Foundation Board members and members of the Executive Team are asked to serve as table captains, inviting friends, family, and associates to join them for the event. Revenue for this event has ranged from \$12,000 to \$50,000.
- Stair Climb Challenge – held in February. Individual and relay events have teams climb to the 22nd floor of Luther Tower. Money is raised through sponsorship and pledges. Revenue for this event has ranged from \$12,000 to \$18,000.

Planned Giving

- The Foundation encourages its supporters to make deferred or planned gifts, such as bequests and insurance policies.

Current Campaign

- COVID-19 Relief Fund

CANDIDATE QUALIFICATIONS

Candidates do not need to be a member of the Lutheran church (ELCIC), but must be dedicated to LCC's mission of providing excellence in care, shelter, and support in a nurturing Christian environment for all entrusted to our care and to its vision of "*A safe and caring Continuum of Living™ for all.*" We are committed to broad diversity among board members.

APPLICATION PROCESS

Please visit our website at www.luthercare.com for further information about the organization.

Posting date: October 5, 2020

To apply, visit www.luthercare.com. Select "Get Involved" on the top of the home page, and then select "Join our Team" from the drop down menu.

If you wish to apply for a board position, please prepare:

1. Board Applicant Questionnaire
2. Recent resume
3. References (two professional and one personal)

Submit the package to:

Nicole Semko
LutherCare Communities
130-250 Hunter Rd
Saskatoon, SK, S7T 0Y4
Email address: nicole.semko@luthercare.com

Applications for these positions will be accepted up until Friday, November 13, 2020. Applicant's information will be reviewed, and you will be contacted regarding the status of your application following this review.

Potential candidates will be subject to an interview. Professional and personal references will be contacted. A criminal record check is required.

If there are more questions about the Fund Development Council, please contact:

Nicole Semko
Manager of Fund Development and Community Relations
(306) 664-0359
nicole.semko@luthercare.com

Thank you for your interest in LutherCare Communities.



BOARD APPLICANT QUESTIONNAIRE

What is your background and qualifications?

Why are you interested in serving on LutherCare Foundation's Fund Development Council?

What could you contribute to the Fund Development Council?

Are you aware of and in agreement with LutherCare Communities' mission and vision?

LUTHERCARE FOUNDATION

FUND DEVELOPMENT COUNCIL – TERMS OF REFERENCE

Purpose

The principal purpose of the LutherCare Foundation Fund Development Council is to advance the welfare and good of LutherCare Communities (LCC) by raising funds and awareness that will assist LCC to fulfill its mission.

Councillors

1. At least two representatives of LCC's Board of Directors.
2. Six to ten councillors from the community at large.

LCC's Board of Directors shall be informed of the Councillors of the Fund Development Council.

Term

Two-years, with a maximum of three consecutive terms.

Councillors' Responsibilities

1. Attend Council meetings.
2. Participate in Council committees.
3. Set an example of thoughtful personal giving and volunteer leadership and involvement.
4. Represent LCC in the community and participate in LCC events.

Functions

1. Annually, develop a fundraising plan to meet the fundraising priorities identified by LCC's Board of Directors.
2. Set up committees to conduct specific activities. These will include special events, campaign, and other committees as needed. Committees may include other volunteers from congregations, the wider community, LCC staff, residents and clients, etc.
3. Report to LCC's Board of Directors and LutherCare Foundation's Board of Directors as required.

4. Receive reports at each Council meeting from CEO, providing information on the fundraising-related corporate priorities and success factors as identified in LCC's Strategic Plan.
5. Forward names of candidates for service on the Fund Development Council as information to LCC's Board of Directors.

Support

CEO will provide staff resources, such as the Manager of Fund Development and Community Relations, to support the work of the Council and its committees.

Meetings

The Council shall meet at least five times a year, typically January, April, June, September, and November. At least half the members of the Council must be present for a quorum.

Date (O): 18 November 10

Date (R): 28 May 20