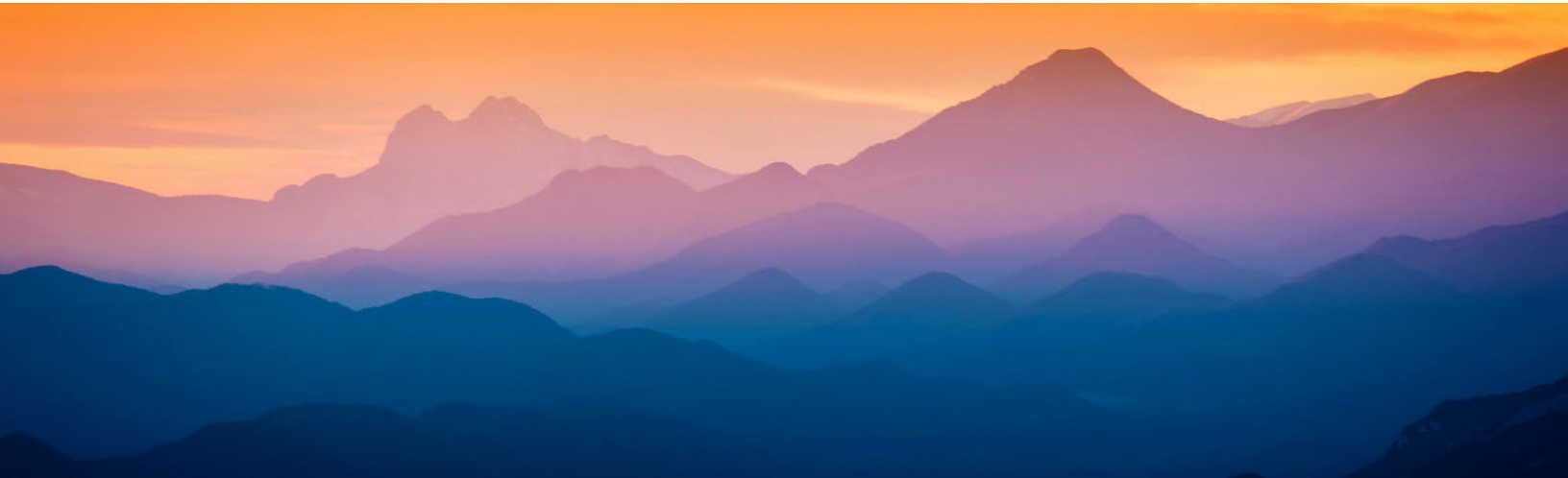




**Director of Fund Development
Pacific Public Health Foundation**



Public health matters to us all. It touches every one of our lives and protects us from some of the biggest crises of our time. It is also ripe with opportunities to leave a legacy for the generations of tomorrow by addressing determinants of health, advancing equity, driving innovative initiatives that deliver the evidence to support healthy public policy, and creating an effective and responsive public health system that will foster healthy and resilient communities.

Pacific Public Health Foundation (the Foundation) raises funds for public health research, helps facilitate and implement programs, and supports evidence to drive policies that have an immediate and measurable health impact in communities across BC. Our programs and projects are grounded in the most pressing public health priorities for BC, like the toxic drug poisoning crisis, emerging pandemics, Indigenous health, the impacts of climate change, and more. The Foundation works in partnership with, but is distinct from, the BC Centre for Disease Control (BCCDC), as well as the broader public health sector and communities in BC, to improve population health here in our province, and beyond.

We are the only charitable foundation in BC actively fundraising for public health initiatives. As an independent, non-governmental organization we focus on authentic, trust-based philanthropy. We engage and invest in innovative, collaborative, and evidence-based initiatives that improve population health. Our unique and nimble role allows the Foundation's staff and board to deploy philanthropy, funding, partnerships, engagement, and advocacy to achieve better public health outcomes.

We are in a crucial time for public health in BC. Therefore, it is exciting for the Foundation to recruit a new **Director of Fund Development** to oversee all aspects of our fundraising. The successful candidate for this role will focus on building the Major Gifts fundraising program, through the establishment and execution of robust fundraising strategies, and building strong relationships with donors and partners.

Scope of Position

The Foundation is seeking a strategic and relationship-driven Director of Fund Development to lead our fundraising growth and philanthropic impact.

Reporting to the CEO and working closely with the COO, Board of Directors, and Foundation staff, the Director will provide leadership for the Foundation's fundraising strategy, with a particular focus on building and accelerating a major gifts program capable of supporting long-term growth and transformational public health initiatives across British Columbia. The role includes direct supervision of two team members and

responsibility for building a high-performing, donor-centered fundraising function that supports the Foundation's strategic goals.

As the Foundation's senior fundraising leader, the Director will develop and execute an integrated fundraising strategy encompassing major gifts, foundations and grants, corporate partnerships, legacy giving, annual giving, and donor stewardship. The successful candidate will cultivate meaningful relationships with donors, funders, community partners, and public health leaders while helping advance the Foundation's visibility, influence, and impact. The Director will collaborate closely with all Foundation staff, and in particular the marketing and communications team, to ensure brand alignment and a consistent voice for all external-facing products.

This is an exciting opportunity for an accomplished fundraiser who enjoys building programs, identifying new opportunities, and working within a growing organization committed to health equity, social justice, and strengthening public health systems.

Current Strategic Priorities

The Director of Fund Development will play a pivotal role in advancing several key priorities for the Foundation, including:

- Expanding and formalizing a major gifts fundraising program;
- Growing philanthropic revenue to support emerging public health priorities across British Columbia;
- Strengthening donor engagement and stewardship practices;
- Increasing the Foundation's profile and influence within the public health, philanthropic, and community sectors; and,
- Building long-term fundraising infrastructure to support sustainable organizational growth.

Information for Candidates

Application Timing and Selection Process:

Applications will be accepted until August 31, 2026. We encourage interested candidates to apply early, as applications will be reviewed on a rolling basis and interviews may begin before the closing date. The search will continue until the most suitable candidate is identified.

Please submit your cover letter (or expression of interest) and resume/CV as a single document to Shellina Lakhdhir, Chief Executive Officer, at shellina.lakhdhir@pphf.ca. We welcome inquiries from prospective candidates and look forward to hearing from individuals who are passionate about advancing our mission.

Compensation and Benefits:

The Director's salary range is \$100,000 - \$115,000. As the Foundation is still in its growth stages and does not yet have a benefits plan, an additional 10% salary will be paid to support the Director's choice of benefit and retirement planning.

The Foundation also offers:

- Laptop, monitor, and other equipment
- One-time stipend for home office needs
- Paid sick days, additional wellness days for personal and care responsibilities, option to participate in a fortnight Friday schedule
- Generous vacation package
- Access to a professional development budget for continued learning and education
- Cellphone reimbursement
- Mentoring and coaching
- A collaborative, supportive team environment

Location:

This is a full-time permanent hybrid position based at the Foundation's offices within the BC Centre of Disease Control at 655 W 12th Avenue, Vancouver.

Our Workplace Welcomes Everyone:

We live our values, ensuring that everyone on our team is engaged, respected, and supported in their work. Solutions-focused and forward-thinking, we ground our work in advancing equity, promoting social justice, anti-racism, Truth and Reconciliation, and championing public health.

Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. We are dedicated to building a diverse, inclusive, and authentic workplace, so if potential candidates are excited about this role but your experience or competencies don't align perfectly with every desired trait listed above, we encourage you to reach out anyway. You may in fact be just the right candidate for this or other roles.

We acknowledge and show gratitude that we are able to work, live, and play on the traditional and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), Stó:lo and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations, and that our work humbly extends to all First Nations, Métis, and Inuit Peoples across what we call British Columbia. We make our commitment to continue on our path of learning and reconciliation and where welcomed to do so, to work with communities to support undoing inequities that have harmed and continue to harm Indigenous Peoples across the stolen and colonized lands of Turtle Island, or what we now call Canada.

About Pacific Public Health Foundation

We lead, we fund, we make change. We're transforming public health.

Our Mission: To be a leader in public health philanthropy, engaging and investing in innovative, collaborative, and evidence-based initiatives that improve population health.

Our Vision is our passion: A healthier, safer, and more equitable future for all.

Our Values:

Integrity: We are true to our values, and our words, actions, and behaviours align.

Accountability: We are fully accountable to the public we serve, partners, funders, donors, and each other.

Transparency: We are open and honest with our public, partners, funders, donors, and each other.

Collaboration: We believe in respectful, mutually beneficial, and authentic relationships and partnerships.

Innovation: We encourage and undertake transformative work.

Compassion: We are kind, considerate, and open-minded in how we approach our work and each other.

History & Partners

Since our formation, the Foundation has closely aligned with the BC Centre for Disease Control (BCCDC). But as the health landscape in BC changes, so too does our work. As such, over the past ten years we've also built deep partnerships across all areas of public health, ensuring that we continue to make a difference in communities where, how, and when they need it the most. We work to align with the [BC Ministry of Health's Population and Public Health Framework](#).

Further, we value our partnerships with community organizations working at the forefront of public health, which ensures we're able to develop programs and projects grounded in public health priorities facing our province. By convening, collaborating, and leveraging meaningful relationships, we drive innovative research, practice, and policy solutions that will have a real impact on our vision of a healthier, safer, and more equitable future for all.

Campaigns

Our projects focus on strengthening public health, preparing for new challenges to the health of our communities, and fostering applied research that actively translates solutions into tangible ways for us all to live better lives.

Test, Link, Call

This program provides smart phones and access to peer support for equity-deserving populations who are living with hepatitis, HIV and syphilis. It is a great example of a progressive public health solution that demonstrates immense leadership in addressing intersecting determinants of better health and wellness for populations across BC. However, this program is about so much more than equitable access to care — it is giving participants hope, compassion, and respectful and culturally safe care.

Wastewater Surveillance Research

The Foundation has committed to supporting pilot research led by researchers at the BCCDC to harness wastewater testing initially done for COVID-19 for use in identifying unregulated substances. This testing determines trends in unregulated drug use, like fentanyl, and helps provide a crucial new tool to combat the toxic drug poisoning crisis.

Youth Mental Health

Adolescence is an important developmental stage at a time of many life changes, establishing behaviours that set the stage for long-term health outcomes. Positive well-being during this time leads to healthier adulthood, and early-life interventions can promote better quality of life. Recent data and reports are providing the context in which we can play a role in advancing critical changes for young people, focusing on positive well-being and promoting healthy habits that empower youth. Our program partners are building unique solutions focused on creating an integrated framework of tools and tactics aimed at strengthening and supporting youth by working in partnership with communities, schools, families and youth themselves.

Canoe Project

An initiative centered on the creation of a traditional 42-foot Musqueam Cedar Salish sea-going canoe that serves as a powerful symbol of culture, resilience, and community. Through cultural revitalization, experiential learning, and reconciliation, the project strengthens Indigenous health and wellness while fostering meaningful relationships across communities.



Kloshe Nanitch Medicine Bundles

Kloshe Nanitch centres on the gifting of medicine bundles to Indigenous communities, providing practical and culturally relevant resources that weave together a blend of Indigenous and Western health and wellness tools that support substance use, sexual health and education, food security, land-based healing, cultural education, intergenerational connections, and so much more. Driven by communities, this project is about building relationships and trust while providing crucial public health resources.

Climate Crisis

The Foundation supports pivotal and ground-breaking work that is addressing the impacts of climate consequences. Current projects include collecting data about the temperatures inside the homes of potentially susceptible people. This is significant because to-date, we have primarily monitored temperatures outside and we need to better understand the impacts of interior temperatures on our population health. Crucial data collected to date has been integrated into the changes to the 2025 national building code related to indoor overheating and will continue to inform policy decisions around thermal safety.

Funding & Fundraising

The Foundation has been primarily supported by funding from the provincial government from its inception. The plan now is to substantially strengthen the Major Gifts program and gradually continue building the Annual Giving and Legacy Giving programs.

There is great potential for growth in public health philanthropy. While government funding makes up the majority of the Foundation's annual \$1M+ budget, it is enhanced by the growth in our fundraising program. Last fiscal year contributed approximately a quarter million dollars through individuals, corporations, and foundations; and the Foundation is on track to exceed that in the current fiscal.



Our Strategic Direction 2023 – 2026

- Raise the profile of public health, emphasize the role we play, and enhance the value we bring to the system.
- Refine, strengthen, and mobilize our programs in partnership with the BCCDC, the broader public health sector, and community.
- Enhance organizational sustainability.

Overview of the Position:

Strategic Leadership & Fundraising Growth

- In partnership with the CEO, develop and implement a comprehensive fundraising strategy aligned with the Foundation's strategic priorities and growth objectives.
- Lead the Foundation's fundraising planning process, establishing annual goals, priorities, performance measures, and revenue targets.
- Advance the Foundation's current strategic fundraising priorities, including the rapid expansion of a sustainable major gifts program.
- Identify and assess emerging philanthropic opportunities, partnerships, and revenue streams that support the Foundation's mission.
- Monitor fundraising performance and provide regular analysis and recommendations to the CEO and Board.

Major Gifts, Donor Engagement & Stewardship

- Lead the development, implementation, and growth of the Foundation's major gifts program.
- Identify, qualify, cultivate, solicit, and steward major gift prospects and donors.
- Build and maintain meaningful relationships with philanthropists, foundations, corporate partners, community leaders, and other key stakeholders.
- Develop compelling cases for support, proposals and impact reports aligned with public health priorities.
- Design and implement donor engagement, recognition, and stewardship strategies that strengthen long-term donor relationships and inspire increased giving.
- Partner closely with the CEO and Board members to support donor cultivation and major gift solicitation activities.
- Plan and support donor engagement events and activities that advance philanthropic relationships and fundraising objectives.
- Provide oversight of the Foundation's broader fundraising programs, including grants, corporate partnerships, legacy giving, annual giving, and emerging fundraising initiatives.

Partnerships, Community Engagement & Organizational Leadership

- Build and strengthen collaborative relationships with public health organizations, community agencies, Indigenous partners, academic institutions, and other stakeholders whose work aligns with the Foundation's mission.
- Represent the Foundation at meetings, community events, networking opportunities, and sector forums.
- Serve as a senior leader within the organization, contributing to organizational strategy, planning, and culture.
- Support Board and committee engagement in fundraising activities and philanthropic initiatives.
- Foster a collaborative, equitable, and high-performing work environment that reflects the Foundation's values.
- Support the recruitment, development, and retention of fundraising staff, contractors, and volunteers as appropriate.

Operations, Systems & Accountability

- Ensure the effective use and integrity of the Foundation's donor database, including accurate records, reporting, prospect management, donor privacy, and data governance.
- Oversee fundraising systems, policies, procedures, and operational processes to support organizational effectiveness and growth.
- Develop and manage fundraising budgets, forecasts, and performance reports.
- Ensure compliance with applicable fundraising regulations, ethical standards, Canada Revenue Agency requirements, and Foundation policies.
- Prepare reports, dashboards, and updates for leadership and the Board of Directors.
- Other related duties as required.

Candidate Profile

The new Director of Fund Development will ideally possess the following competencies and traits:

- A minimum of 7-10 years of progressive fundraising experience, including demonstrated success securing and stewarding major gifts.
- Proven ability to develop, manage, and grow relationships that result in significant philanthropic investments.
- Experience leading comprehensive fundraising strategies that may include major gifts, foundations and grants, corporate partnerships, annual giving, legacy giving, and donor stewardship.
- Experience building or expanding fundraising programs within a growing organization is strongly preferred.
- Demonstrated capacity to develop fundraising plans, establish measurable objectives, and achieve ambitious revenue targets.

- Exceptional relationship-building, communication, and donor engagement skills.
- Experience supporting CEOs, boards, and senior volunteers in fundraising activities and donor cultivation.
- Strong strategic planning, project management, and organizational skills.
- Experience using donor management systems and fundraising databases; experience with DonorPerfect is considered an asset.
- Understanding of donor stewardship, philanthropic trends, fundraising ethics, and applicable regulatory requirements.
- A values-driven leader who embodies the Foundation's mission, vision, and values and demonstrates a strong commitment to equity, diversity, inclusion, reconciliation, and anti-racism.
- Knowledge of public health, healthcare, population health, social determinants of health, or related sectors is an asset; a strong interest in learning about the public health landscape is essential.
- Undergraduate degree in a relevant discipline or an equivalent combination of education and experience.
- CFRE designation is considered an asset.



Leadership Bios

Shellina Lakhdhir, Chief Executive Officer

Shellina Lakhdhir, MBA, CFRE, is a transformational nonprofit executive and fundraising leader with more than 20 years of experience driving organizational growth, strategic philanthropy, and sustainable revenue development. As Chief Executive Officer of the Pacific Public Health Foundation, she leads efforts to strengthen the Foundation's long-term financial sustainability, elevate its provincial profile, and advance strategic partnerships across British Columbia's public health ecosystem. Throughout her career, Shellina has built a reputation for combining strong business acumen, systems thinking, and people-centered leadership to deliver measurable organizational impact.

Prior to her current role, Shellina served on the Senior Leadership Team at St. Paul's Foundation, where she contributed to the execution of the historic \$264 million campaign to build the new St. Paul's Hospital in Vancouver. She has held progressive leadership roles in major gifts and campaign management at St. Paul's Foundation, Science World BC, Mulgrave School, and Aga Khan Foundation Canada, securing and stewarding tens of millions of dollars in philanthropic investments. Her expertise spans major gifts, campaign strategy, board engagement, governance, organizational transformation, stakeholder relations, volunteer management, and cross-sector partnership development.

Shellina holds an Executive Master of Business Administration from Simon Fraser University, a Bachelor of Commerce from the University of Karachi, and the Certified Fundraising Executive (CFRE) designation—the global gold standard in philanthropy leadership. A recognized thought leader and sought-after speaker, she regularly presents on fundraising strategy, nonprofit leadership, donor engagement, and philanthropy's role in advancing equitable and sustainable community outcomes. She is deeply committed to improving population health and believes that strategic philanthropy can play a critical role in advancing prevention, health equity, and stronger outcomes for communities across British Columbia and beyond.

Matthew Wright, Chief Operating Officer

Matthew Wright is responsible for the operational leadership of programs and projects that meet the overall strategic goals of the organization. He oversees areas of finance, legal, human resources, and general administration while working closely with the CEO, and the Fund Development and Marketing and Communications teams to ensure the Foundation continues to successfully grow its reputation, influence, and impact as a public health charity. Matthew holds a Bachelor of Business Administration with a specialization in Integrated Management Studies, as well as a Private Pilot's License. He brings over 14 years of experience in operational planning and project management within the non-profit sector, which includes leading initiatives benefitting BC Cancer Foundation and contributing as a member of the Leadership team at BC Children's Hospital Foundation.

Matthew has a passion for healthcare and community engagement, which he has fostered throughout his career in the non-profit sector. He believes in organizations that value equity and compassion, not only for their people but also in the work they undertake. Matthew joined the Foundation because he recognizes the importance of public health in creating a positive impact on our way of life, work, and interactions with one another both as individuals and as a community. He takes pride in being part of a movement dedicated to enhancing the lives of all British Columbians.