



IWK Foundation



Board Liaison & Executive Assistant

You've built a successful career, but you are longing for more purpose. What if your talents and experience could directly impact the health and well-being of women and children? At the IWK Foundation, we guarantee your work will have deep and lasting impact. As Board Liaison & Executive Assistant, you will be at the heart of their mission, directly contributing to the health and well-being of women, children, youth, and families. Every task you undertake, every decision you make, will ripple out to create positive change in the lives of those they serve. You will be part of a team that is passionate about making a difference, where your contributions are valued, and your professional growth is encouraged.

The IWK Foundation is driven by a profound purpose: to revolutionize children's, youth, and women's health for future generations. Their unwavering commitment to supporting IWK Health and the Maritime community through funding excellence in patient care, research, advocacy and education is at the heart of everything they do. They believe in making a tangible difference in the lives of those they serve, and they are looking for a passionate and dedicated Board Liaison & Executive Assistant to join their team and help achieve their ambitious goals.

Reporting to the President & CEO and with accountability to the Board of Trustees, the Board Liaison & Executive Assistant serves as a critical link between the Board, its committees and the CEO's office. This position is crucial in ensuring smooth communication, coordination, and effective governance between the senior team and the Board through executive level administrative support. You are a meticulous forward planner who consistently manages confidential and sensitive information with exceptional judgment and discretion.

Often the first point of contact, the Board Liaison & Executive Assistant will be the essential link between the CEO, Board of Trustees and the senior leadership team, ensuring seamless communication and collaboration. You will have direct responsibility for the Board of Trustees' workplan. This includes preparing and organizing Board meeting materials, overseeing governance documents for compliance, facilitating the completion of action items, and coordinating Trustee & Officer nominations, managing onboarding and engagement for new Board members. Your role will provide crucial support to the CEO's office to ensure they have the capacity to focus on strategy and vision. You will promote smooth communication both internally and externally with a number of audiences, manage schedules, travel arrangements, and correspondence, providing a detailed and efficient approach to all administrative responsibilities.

The ideal candidate will have post-secondary education and 7-10 years of experience in an executive administration role, with proven direct accountability with a board and in-depth understanding of governance practices. You will excel in writing, editing, presentation, and interpersonal skills, and be highly proficient in MS Office and web-based applications. We seek a forward-thinking, proactive problem-solver with strong decision-making abilities. Emotional maturity and the ability to anticipate the needs of the CEO and the Board of Trustees are crucial. This consummate professional will possess exceptional organizational skills, capable of juggling multiple tasks and deadlines with ease and efficiency.

It's no surprise that the IWK Foundation was named one of Atlantic Canada's Top Employers for 2025—because this isn't just a workplace, it's a place of belonging. A place where your talents shine, your passion thrives, and your impact is real. Successes are celebrated, challenges are tackled together, and every day is a step toward a healthier, stronger future. Be part of something extraordinary. Learn more: <https://iwkfoundation.org/>.

Please submit your resume online by clicking "Apply." For more information, contact Lindsey Oram confidentially at loram@facetconnect.com. If you need accommodation during the selection process, please let us know.

We believe in employment equity, welcoming individuals from all backgrounds. We encourage applications from the following under-represented groups to self-identify in their resume or cover letter: Indigenous persons, racially visible persons, persons with a disability, women, and persons of a minority sexual orientation and/or gender identity.

Facet is a recruitment firm with an unshakeable belief that change is a good thing. People are not only our purpose, they are also our passion. Facet was created to recruit talented, established professionals who aspire to lead organizations. We are inspired by these individuals and believe they are at the core of building purpose-driven, dynamic, and forward-thinking workplaces.