



THE CAREER FOUNDATION

Developing Human Potential

# ANNUAL REPORT

For year-end August 31, 2018



# THE CAREER FOUNDATION ANNUAL REPORT

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## A MESSAGE FROM OUR FOUNDER & EXECUTIVE DIRECTOR, COLIN MORRISON

Since its inception in 1988, The Career Foundation has been responding to the needs of the community by linking the resources of private sector, government and education to help all members transition into employment effectively. Initially in those early years we focused on at-risk youth and the skilled trades. Our first location hosted over 20 workstations where young people and adults could experience the work of a specific technical trade. Our unique career counselling technique was the foundation of the program and was used with students to identify their key interests, strengths and passions. It made education more relevant for them as they developed their career goals.

The Career Foundation has since expanded to seven locations where we deliver programs for all the unemployed. We now serve thousands of clients annually. Our high performance standards and quality of service are integral to the culture of our agency and result in a high degree of satisfaction from our clients and funders. We are especially proud of these standards and our reputation.

Our five employment centres located throughout the GTA serve people of all ages. We are also pleased to be able to deliver a variety of employment programs for youth as well as a program designed to assist persons with disabilities. Interestingly, one of our youth-specific programs is our General Carpenter Pre-Apprenticeship program that we deliver in partnership with Mohawk College. With this program, we have come full circle to our initial core strength of working with youth and skilled trades. Over 2,000 businesses ranging in size and industry also utilize our programs and services to fulfil their HR needs. We offer a Recruitment and Training Assistance program that we tailor to the specific needs of each employer.

Invaluable to The Career Foundation's success is the professionalism and commitment of our staff. They are a very diverse group representative of our community and we are grateful to have such exceptional people working with us. We are also highly appreciative to be governed by a Board of Directors that is actively involved in overseeing our processes and systems. Our Board Members provide key insight and leadership for our agency's development and evaluation, strategic business planning, finance, operations, and human resources. It is the vision they share from their own diverse expertise that guides decisions and fosters our growth. We are also very grateful to have the support and guidance of our funders and private sector companies.

We want to continue to exceed expectations and provide effective support to our communities.

Sincerely,

Colin Morrison

## OUR MISSION:

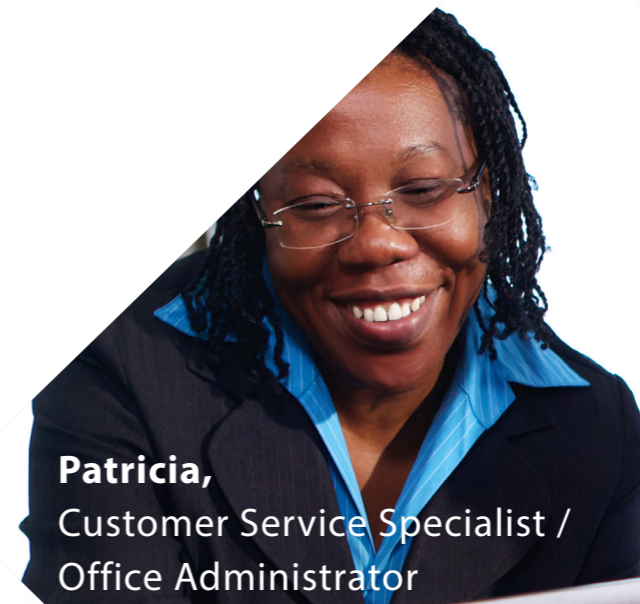
To link the resources of private sector companies, education and government to help all members of the community make the transition into employment.

## OUR VISION:

To be a world class leader in human workforce development.



*I want to take the opportunity to thank you for everything you have done for me during the assessment period. You were the only person who listened to me and took the time to solve my problems with patience, respect, and integrity. Without your help I would have been unable to go through this difficult time. I would also have not been able to achieve my goal, which was my very first desire. I highly appreciate your kindness, honesty and patience. — Client Testimonial*



**Patricia,**  
Customer Service Specialist /  
Office Administrator



**Howard,**  
Manager

# ABOUT THE CAREER FOUNDATION

The Career Foundation is an innovative non-profit organization and registered charity that first opened its doors in 1988. Since that time, we have successfully delivered a wide range of programs and services to job seekers and employers.



The Career Foundation is a certified **Service Excellence** organization.



*My experience with The Career Foundation has been nothing short of fantastic and I would highly recommend The Career Foundation to businesses and employers who are searching for quality candidates to hire.*

— **Maple Immigration Services, Employer**



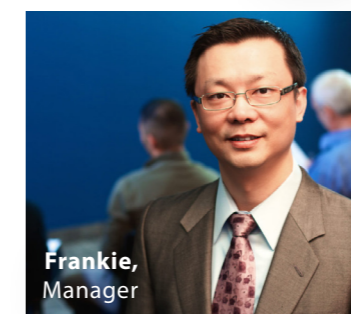
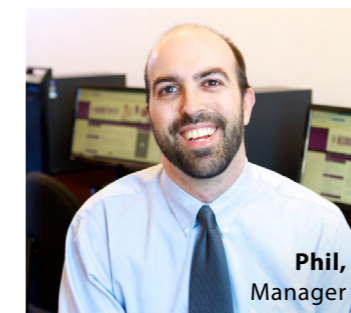
Some of the programs and services that we have delivered throughout our history include career counselling and assessment; action plan development and case management; job search coaching; job development and placement (with and without subsidies/incentives); skills training; job retention training; information and resource centres; job fairs; trade fairs, pre-apprenticeship assistance; group information/orientation session delivery; drop-out prevention programs; language assessment services; and entrepreneurship programs.

Developing relationships with employers is also integral to what we do. Accordingly, for employers, we provide a Recruitment and Training Assistance program, which we tailor to the specific needs of each hiring organization. Employers are able to benefit from our services by having our experienced staff identify candidates with the right fit for their vacancies, utilizing our offices for on-site interviews and hiring events, receiving assistance with coaching new employees and retention, and accessing financial incentives to offset the costs of their recruitment and employee training initiatives.



*The staff members at The Career Foundation have been very responsive, accommodating, and supportive in every possible way to help us through the process of growing our team.*

— **Vretta, Employer**



Our customer-focused approach allows us to deliver more than our clients expect. This approach has made us a popular choice among job seekers and employers in Southern Ontario. We help thousands of people each year successfully accomplish their employment goals, and over 2,000 businesses ranging in size and industry utilize our services.

The Career Foundation is part of the Employment Ontario network, and we also gratefully receive funding from the Provincial and Federal Governments.



## SOME OF OUR PROGRAMMING FOR JOB SEEKERS

Our 5 full-suite Employment Centres located throughout the GTA assist job seekers of all ages to determine their needs, explore career options and find employment. These Centres also offer job seekers assistance with obtaining training incentives, information about apprenticeships, skilled trades and the Second Career program, as well as access to computers, printers, other office equipment and more.

Our Completing the Circle program is for **youth who are looking for a full-time job**. We assist them with exploring career options, developing employable skills, and finding employment.



For **persons with disabilities** looking for individualized assistance to obtain part-time or full-time employment, we deliver our Empowering Abilities program.

For **skilled unemployed youth**, we offer a program called Career Focus that provides work experience in high-demand fields and occupations.



For youth interested in exploring a career in **skilled trades**, we offer our General Carpenter Pre-Apprenticeship program in partnership with Mohawk College. Placements are arranged and wage subsidies are coordinated. This program is based in Hamilton, Ontario.



*This program has changed the way I look at life and the world. It helped me strengthen my values and put my priorities in order to make changes. This is the greatest thing that ever happened to me. Without this program I don't know where I would be. I would never have been able to get a job or get my life back on track and headed for success.*

**— J.S., Client**



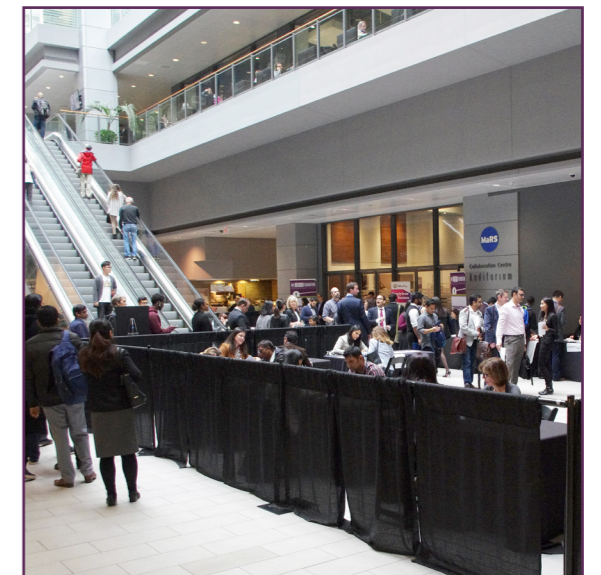
# IMPACT SNAPSHOT!

This page illustrates only some of the ways that our agency helped job seekers and employers during our September 1, 2017 to August 31, 2018 fiscal year:



# GTA HIRING EVENT

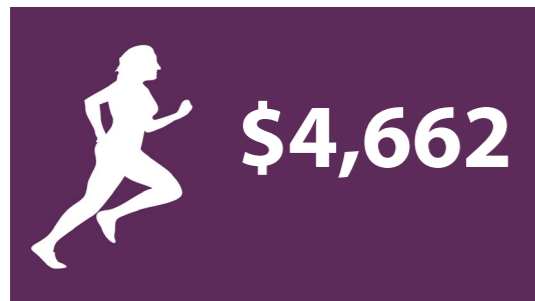
On May 15, 2018, The Career Foundation hosted the GTA Hiring Event at MaRS Discovery District. This event attracted over **1,500 job seekers** and **35 employers** in the Finance, Health Care and Technology sectors.



# FUNDRAISING 2017 - 2018

As a primary fundraising endeavour in 2017, The Career Foundation participated in the Scotiabank Toronto Waterfront Marathon. It was an exciting fundraising initiative that also promoted health and wellness at our agency. The goal was to raise funds to create meaningful employment and educational opportunities for youth who required help to make a change. Staff also engaged in an internal Fitness Challenge to boost hype around the event.

We received support from employers, members of the community and friends and family, for which we are extremely grateful. In addition, some of the sincere efforts made by staff members at all levels at our agency ranged from bake sales and a dodgeball tournament, to knocking on doors and cold calls. In total, the agency raised **\$22,375** in 2017!



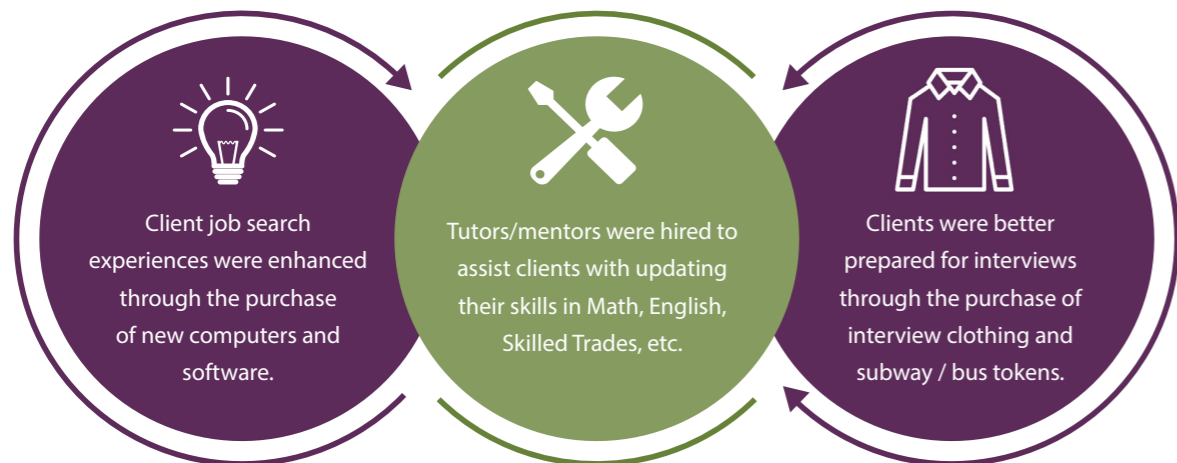
## SCOTIABANK MARATHON

Our team participated in the 2017 Scotiabank Toronto Waterfront Marathon, collecting \$4,662 in donations! Funds were used to purchase new equipment, including personal assistive devices for clients with disabilities.

## RAFFLE LOTTERY

The Career Foundation facilitated a Raffle Lottery through the City of Toronto, with a prize pool valued at \$5,000 — including a round-trip flight for 2 with WestJet! All funds are supporting our youth programming.

As a result of the contributions generated by all those who participated in fundraising activities in 2017, we were able to transform lives in the following ways:



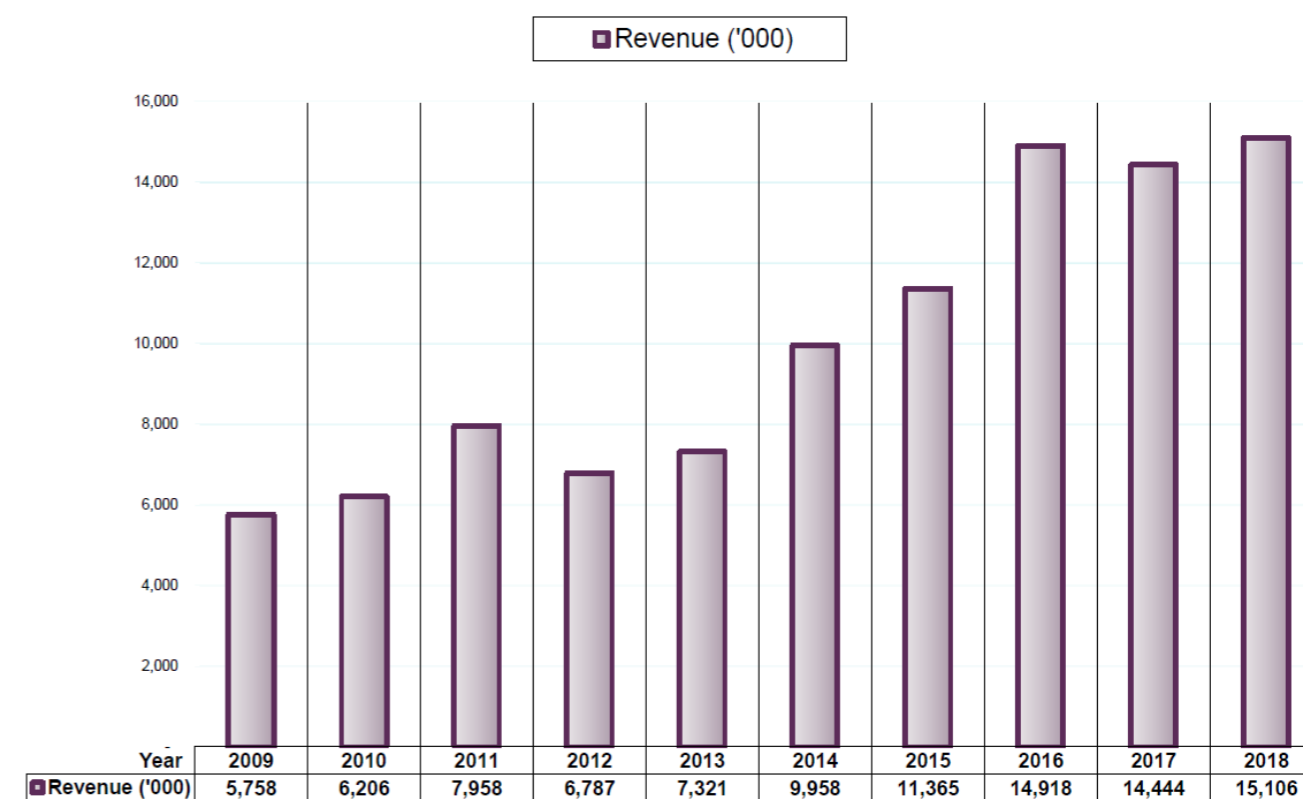


# SUMMARY OF AUDITED FINANCIAL STATEMENTS FOR YEAR-END AUG. 31, 2018

\*The complete audited financial statements from which this summary is extracted are available upon request.

	2018	2017
	\$(,000)	\$(,000)
<b>Current Asset</b>	2,758	1,466
Investment	275	267
Long Term Asset	94	105
<b>Total</b>	3,127	1,838
<b>Current Liabilities</b>	683	583
Deferred Contribution	1,015	204
<b>Net Asset</b>	1,429	1,051
	3,127	1,838
<b>Revenue</b>	\$(,000)	\$(,000)
Government Grants	8,182	7,634
Donations & Fundraising	42	40
Interest Income	12	11
Miscellaneous Income	100	9
	8,336	7,694
Government Grants (Flow Through)	6,772	6,750
<b>Total</b>	15,108	14,444
<b>Expenses</b>		
Salary	5,840	5,514
Occupancy	1,156	1,088
Office Expenses & Supplies	534	464
Independent Contractor & Professional Services	386	383
Amortization	36	45
Employer & Client Expenses (Flow Through)	6,778	6,749
	14,730	14,243
<b>Excess</b>	378	201

# AT A GLANCE: 10-YEAR REVENUE GROWTH





# THE CAREER FOUNDATION

Developing Human Potential



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**Registered Charity No.:**

12265 9048RR 0001



## DID YOU KNOW?

Since its inception, The Career Foundation has demonstrated the ability to successfully operate projects with a strong placement component through numerous funded contracts with different governmental entities. Thousands of clients at The Career Foundation have been placed in jobs in a variety of industries, from banking to computer science.

As a result of The Career Foundation engaging in proactive employment practices to ensure our teams reflect the communities we serve, our staff complement also represents designated groups as defined by the Canadian Employment Equity Act, including women, people with disabilities, and visible minorities.



The Career Foundation is known for maintaining clear and transparent reporting practices that facilitate verifiability of all financial information.

The Career Foundation is governed by a Board of Directors comprised of leading members of the community. An executive team including an Executive Director, two Co-Directors of Operations, and a Financial Controller oversee and manage the organization's daily operations.





CareerFoundation.com

## CONTACT US

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