

## **Job Description: Part-time Executive Director**

### Description:

The Brockville & Area Community Foundation, a registered charitable Foundation incorporated in Brockville in 1974, is seeking a *part-time* EXECUTIVE DIRECTOR to manage the operations of the organization. This will be an exciting job for a person who can work well with a team of volunteers, has good knowledge of charitable operations, including fund development, has had success with public relations, and who has a sincere desire to build a stronger community.

### Job responsibilities:

- Work with volunteer committees and board of directors, which includes providing advice and training to volunteers as necessary
- Promote the Foundation in a variety of ways, such as at public events, with service club presentations, and one-on-one with community members
- Work with existing and potential donors to invite them to participate in the growth of the Foundation's endowment funds; work with existing fund holders to help them attract gifts to their funds
- Administrative responsibilities that are standard to most charities – such as issuing donation receipts, acknowledging donors, and correspondence, but also those which are unique to a community foundation, such as completing annual reporting requirements (Charity Information Return, Audit, Nominating Process)
- Organize and produce communication tools, such as Annual Report, Annual General Meeting, and quarterly newsletters
- Manage the Grant-making process, from the call for applications, through intake of proposals, training the volunteers, and awarding the grants
- Keep current of community needs and issues, to ensure the Foundation is responding appropriately
- Research funding opportunities that support the work of the Foundation
- Basic financial administration skills, such as the ability to work with a bookkeeper to prepare cash-flow projections and financial reports for the Board of Directors
- Volunteer development and support, including supporting Legacy Program Coordinator (term staff position)

### Qualifications:

- Post-secondary education, with relevant area of concentration
- Computer proficiency, and ability to learn new technology quickly
- Fund development/ donor relations experience
- Some financial/ bookkeeping experience
- Experience working successfully with a volunteer board of directors and other volunteers
- Tact, diplomacy, confidentiality
- Knowledge of charitable activity in Brockville
- Knowledge of community foundations and how they differ from other charities
- Experience in developing policies and implementing them
- Experience with graphic design, communications or public relations would be an asset
- A combination of life experience, career experience, and education will be considered

Support:

- You will be supported by a team of volunteers, and from time to time by special project staff as funding permits
- In the first 5-6 months, you will be supported by an experienced consultant who will provide training and advice

Terms:

- Work in professional office in north Brockville
- 14 hours per week (based on two 7-hour days per week), with the intent to increase to 21 hours per week within one year
- Rate of pay is \$20-\$25 per hour, depending on experience
- Three weeks (i.e. 6 days) paid vacation
- Standard employee deductions will be withheld (EI, CPP, Income Tax)
- No benefits will be offered

How to apply:

- Applications will be accepted **by e-mail only** to: [info@bcfdn.ca](mailto:info@bcfdn.ca)
- Please indicate "*BACF Executive Director Search*" in your e-mail memo line
- Submit a cover letter and résumé as attachments, in MS Word or PDF format only
- **Applications will be received until January 31, 2010.**

**The Foundation wishes to thank all who apply. Only those applicants whom we are considering will hear from the Foundation's selection team. The Foundation will not be held responsible for any applications or parts thereof which do not successfully reach the Foundation's email address, for whatever reason. The Foundation does not have the capacity to answer individual questions about the position.**