



206 Saskatchewan Ave E
Portage la Prairie, MB R1N 0K9
Phone: 204-856-1971
info@cfpd.ca | www.cfpdi.ca

EXECUTIVE DIRECTOR - JOB DESCRIPTION

POSITION SUMMARY:

The Executive Director acts as the chief executive officer (CEO) of the Foundation and is subject to the control, supervision and direction of the Board, through the Board Chair. The Executive Director, in accordance with the objectives, policies and decisions of the Board organizes and manages the operations of the Foundation. The Executive Director is responsible to maintain current & develop new relationships with community partners & donors.

KNOWLEDGE AND SKILLS:

- Superior organization and administrative ability including budget management
- Ability to raise funds, previous fundraising and/or fund development experience
- Sound knowledge of financial management practices and accounting principles
- Previous experience working with a board and volunteers
- Excellent communication skills, both written and verbal in a variety of settings
- Self-disciplined and self-starter with an ability to work without supervision
- Computer literacy with a particular discipline in database maintenance and financial management systems
- Local knowledge and community connections
- Understanding of philanthropic or non-profit environments

GENERAL RESPONSIBILITIES:

- Manage the day-to-day operations of the Foundation
- Maintain & develop relationships with community groups & professionals
- Act as primary community contact for the Foundation
- Manage the selection, training, supervision and evaluation of all staff and community volunteers
- In conjunction with the Treasurer and Finance Assistant, oversee the funds capital assets and financial resources of the foundation
- Manage donor stewardship
- Ensure compliance with all applicable statutes and regulations affecting the Foundation, which includes the long-term maintenance and storage of legally mandated records
- Liaise with the Community Foundation of Canada, Endow Manitoba and other such organizations in which CFPD is associated with.
- Lead and drive the efforts to achieve the goals of the strategic plan and operating plans
- Assist in maintaining a well ordered office including office cleaning.

BOARD AND COMMITTEE RESPONSIBILITIES:

- Provide leadership & support to the Board of Directors & other volunteers
- Confer regularly with Chair and Committee Chairs
- Provide support in preparing agendas & information packages for Board & Committee meetings
- Prepare and distribute to the Board all relevant information and supporting documents including minutes, Committee meeting information and the monthly Executive Director's report prior to scheduled Board meetings

- Attends meetings as an *ex officio* non-voting member of committee(s) as required
- Record proceedings and produces minutes as required
- Assist with Policy Development
- Monitor policies & terms of reference
- Assist with Strategic Planning & updating plan regularly
- Assist with succession planning for the Foundation

FUND DEVELOPMENT & DONOR STEWARDSHIP RESPONSIBILITIES

- Build and maintain donor files and prospect lists
- Identify and meet with prospective donors
- Prepare fund agreements
- Maintain contact with donors
- Distribute material and information to donors as required
- Ensure execution of Donor Recognition Policy
- Promote & enhance community awareness of the Foundation and attend community events
- Manage Foundation marketing & promotion
- Manage production of marketing material including stationary, brochures & donation forms
- Manage website & social media accounts
- Organize media releases
- Manage preparation of annual report with assistance from committees
- Prepare & implement planned giving & major gift programs

GRANTING RESPONSIBILITIES

- Assists committee(s) to develop guidelines, application forms, agreements & evaluation reports
- Ensure timely and adequate public notice of granting, bursaries & award deadlines
- Review grant applications
- Manage granting process
- Ensure all applicants are informed of final decisions and any conditions that may be attached
- Approve grant agreements
- Ensure evaluation reports are submitted

FINANCIAL RESPONSIBILITIES:

- Serve as a signing officer for the financial accounts of the Foundation
- Oversee the annual budget process and annual income distribution
- Oversee all financial operations including payroll, government remittance, accounts payable and tax receipting.
- Provide Board with regular reports of financials, receipts and budgets

There may be from time to time, other responsibilities assigned by the Chair.