



Executive Director Job Description

The Comox Valley Community Foundation (CVCF) is a charitable public foundation that enhances the quality of life in the Comox Valley by building endowed funds, making grants to local charities, scholarships to students and community leadership.

The Executive Director is selected by and responsible to the Board of Directors of the Foundation. S/he is subject to the CVCF by-laws, policies, and the strategic directions and decisions of the Board and will act on behalf of the foundation.

The Executive Director is expected to deal effectively with the large volumes of work characteristic of running a community foundation. This requires a strong work ethic and conducting activities outside the office working hours as well as outside the office.

Scope of Position: The Executive Director is responsible for the management and organization of all activities of the foundation. This responsibility includes:

- To lead the organization in implementing its stated vision, and to communicate these efforts throughout the Foundation, its ambassadors and its community.
- Daily management of the foundation's office, including administration, budgeting, financial administration, program development and implementation
- Support for strategic development and activities related to fund development, grant-making and philanthropic leadership
- Efficient use of limited resources
- Volunteer Management
- Policy development and implementation
- Planning and responsibility for all fund development activities
- Management of all impact and community leadership programs (e.g. grant-making programs, scholarships, Vital Signs)
- Actively promoting community awareness of CVCF's goals and objectives

In carrying out his/her duties and responsibilities, the Executive Director will:

- Establish foundation priorities and allocate human and financial resources accordingly
- Develop operating plans that achieve the strategic priorities
- Plan, direct and supervise grant-giving activities
- Direct and monitor activities of employees and individuals who may be contracted on a fee-for-service basis

- Monitor and review employee performance on a regular basis
- Ensure proper financial controls are in place and the board has access to appropriate information, forecasts, and financial and operating reports in a timely manner
- Plan, direct and co-ordinate donor relations and gift acceptance
- Be responsible for public profile, communications and marketing initiatives
- Make recommendations to the Board regarding policies, organizational structure
- Along with the Board President, act as a spokesperson for the Foundation
- Stay abreast of rules and obligations of charities operating in the Province of British Columbia and under Canada Income Tax Act
- Ensure donor relationships and fund agreements are maintained and honoured
- Ensure that the Board understands terms and purposes of endowed funds
- Be responsible for all fund development activities including cultivation, solicitation, stewardship and recognition of donors
- Seek legal counsel for matters related to the foundation, as necessary
- Represent foundation at meetings of related organizations
- Work with other community leaders, stay current and be relevant in the community
- Lead by example and aspire to effective business practices and highest ethical principles as defined by Community Foundations of Canada, Canadian Association of Gift Planning Professionals and the Association of Fundraising Professionals

Experience

The ideal candidate has:

- Minimum of five years senior management experience
- Direct experience in grants management, asset development, community development, community engagement, strategic planning and research
- Experience with governance and boards of directors as well as strong volunteer management (both committees and boards)
- Strong marketing and communications experience required to help build awareness of CVCF
- Combination of education and related experience as it pertains to non-profit entities
- Demonstrates ability to build relationships with leaders in the voluntary, private and government sectors
- Understanding of financial and investment administration
- A sound knowledge of strategic planning and budget management
- An excellent understanding of the Comox Valley and its communities of stakeholders
- An ability to read, analyze and interpret government regulations, professional journals, financial reports, legal documents and technical procedures.
- Good knowledge and experience of fund raising in a not-for-profit environment
- Excellent computer, database and accounting software skills

Personal Characteristics

The Executive Director will be able to motivate and effectively communicate within the organization and with numerous external stakeholder groups. Other attributes include:

- An ability to look to the future of the community with vision and insight
- Committed and results-oriented
- Non-partisan; politically-neutral with strong political acumen
- Excellent communication and interpersonal skills
- Excellent planning, organizational and management skills
- Ability to write policy and procedure documents, reports and business correspondence
- Presentation skills to multiple target audiences using a variety of formats.
- Ability to maintain collegial working relationships with volunteers, donors, community leaders, and colleagues of other charitable organizations