



EXECUTIVE DIRECTOR

The Yellowknife Community Foundation (YKCF) is a charitable organization whose stated Mission is to enhance the quality of life in our community by: identifying and addressing current and anticipated community needs; raising, managing and distributing money from donated funds to meet those needs; supporting projects that improve social conditions, assist and promote arts, cultural activities, sport, recreation or community development; assist and advance the provision of health care services; advance education; assist and advance other community activities of a charitable nature.

Scope of Position

Reporting to the Board of Directors through the Board Chair, the Executive Director is responsible for the organization, direction management and administration of all activities of the Foundation. The Executive Director also serves as the primary point of contact for the Foundation.

Key functional areas include:

- ❖ Governance, Board Administration and Support
- ❖ Financial and Legal
- ❖ Fund and Donor Development and Support
- ❖ Grant and Scholarship Administration
- ❖ Marketing, Public Relations and Communications
- ❖ Strategic Planning, Vision Development and Partnerships
- ❖ Management and Administration

Previous experience needs to include project management; working with volunteers; working with donors, sponsors, and partners; fund raising; marketing and public relations; book-keeping and budget management; and managing staff/volunteers.

Knowledge of the operation of non-profit organizations, and relevant legislation and regulations as well as an understanding of budgeting and generally accepted accounting principles are necessary assets.

Required skills include planning, organizing and management skills; above average oral and written communication and presentation skills; strong problem solving and decision-making abilities; creative problem-solving; research and analytical skills; the ability to develop policies and procedures; and strong computer skills.

This is a fulltime position (35 hours per week)

Salary Range: \$40.00 - \$46.06 per hour

For a full job description please visit our website: <https://www.ykcf.ca>.

Please apply online at information@ykcf.ca