



## **Job Description**

### **Executive Director**

#### **Our Vision**

To be a catalyst for sharing, supportive, and connected communities.

#### **Our Mission**

The Yellowknife Community Foundation is a charitable organization that inspires and enables impactful giving in Yellowknife and the NWT. We strive to align donor interests and community needs through evidence-based grant-making, fundraising, strategic investment, public education, and community relations.

#### **Our Principles**

Generosity; Integrity, Learning; Equity, Diversity & Inclusion, Fiscal prudence

Established in 1993, the Foundation is not dedicated to any specific areas of support but is focused on identifying and addressing current and anticipated community needs; and managing and distributing money from donated funds to meet those needs. YKCF supports a wide variety of sectors and projects that improve social conditions, assist and promote arts, cultural activities, sport, recreation, community development; healthcare and education advancement--to name a few.

## Scope of Position

Reporting to the Board of Directors through the Board Chair, the Executive Director is responsible for the day-to-day management, execution, organization 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

## Duties and Responsibilities

Within the Articles of Continuance, plans, policies and guidelines of YKCF Board of Directors, the Executive Director will carry out the following activities:

- ❖ **Governance, Board Administration and Support**
  - Work with the Board to implement the Vision and Mission as set out in the Strategic Plan and Operational Plan;
  - Work with the Board to develop and implement appropriate governance policies;
  - Identify, assess and inform the Board of internal and external issues that may affect the Foundation;
  - Work with the Board to recruit board members and volunteers;
  - Assist the Chair with the development of orientation and ongoing development materials for board members and volunteers;
  - Work with the Board Chair on the preparation of board meeting agendas and ensure completion and filing of accurate minutes;
  - Support the Chair, the Board and committees by providing relevant information and other materials and serving as secretary when required;
  - Serve as non-voting, ex officio member of all committees (other than Human Resources Committee);
  - Inspire board participation in Community Foundations of Canada (CFC) initiatives.
- ❖ **Financial and Legal**
  - Work with the Treasurer to maintain current knowledge of CRA rules and regulations, and help ensure compliance;
  - Work with the Board Chair and Treasurer to develop the YKCF annual budgets;
  - Implement the annual budget including day to day operational costs and funding designated for specific initiatives;

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- Administer YKCF funds according to the approved budget and monitor the monthly cash flow while ensuring sound bookkeeping and accounting procedures are followed;
- Administer sound financial practices that comply with federal and territorial legislation, regulations and reporting requirements;
- Maintain accurate records of account, including records of all funds, according to generally accepted accounting principles using the Foundant software suite;
- Ensure the completion of monthly financial statements, fund statements and annual audit as required by the Board;
- Report all financial information to the Treasurer on a timely basis; and
- Work with the Treasurer and the Finance Committee, and Investment Committee to monitor the performance of the Foundation's Investment Portfolio and ensure appropriate investment and endowment management policies.

❖ **Fund and Donor Development and Support**

- Work with the Board to develop, implement and periodically review policies and programs to define the establishment of funds,
- Develop and maintain relationships with professionals to encourage consideration of the foundation in estate plans and planned giving,
- Build and maintain strong relationships with donors,
- Ensure appropriate reports regarding their funds are provided to donors,
- Seek out grant opportunities, write proposals as needed, and provide regular progress reports, and
- Work with the Board to develop a Donor Outreach and Engagement Strategy

❖ **Grant and Scholarship Administration**

- Work with the Grants Committee to develop, implement and monitor policies, programs and procedures to attract, review and make grants;
- Work with the Chair of the Grants Committee and the Administration and Grants Coordinator to ensure the grant-making program is administered within the established Grants Policy as approved by the Board;
- Collect and maintain signed grant agreements;
- Work with the Grants Committee and the Administration and Grants Coordinator to develop, implement and monitor a system to evaluate the effectiveness of grants; and
- Coordinate and supervise the annual scholarship program by: ensuring timely advertising; acting as primary contact for applicants; sorting, and conducting initial review of all applications; following up on any problems; and working with the Grants Committee to develop and implement final review and approval process;
- Seek out opportunities for joint ventures with other non-profit organizations to develop new grants; and
- Ensure grant/scholarship recipients provide impact/progress reports where required.

## ❖ **Marketing, Public Relations and Communications**

- Develop and implement a broad communications plan to build awareness and interest in the Foundation amongst potential donors, potential grant recipients, public officials, influencers, financial advisors, and the public at large;
- Serve as the first point of contact for the public, including fund holders, grant and scholarship recipients, donors – actual and potential, and other non-profit organizations;
- Attend events and participate in community activities to establish personal and Foundation profile, and to build networks;
- Plan and develop public relations policies designed to strengthen and improve YKCF's image and relation with donors, employees and the community;
- Ensure that the website is maintained and current;
- Work with the Board to develop a marketing strategy;
- Work with the Board Chair to prepare an annual report as well as brochures and other promotional materials, media releases and public announcements; and
- Make presentations to groups as part of ongoing public relations efforts in attracting new funds to the Foundation.

## ❖ **Strategic Planning, Vision Development and Partnerships**

- Develop and maintain partnerships and/or joint ventures with other non-profit organizations;
- Work with the board to update, enhance and implement the Foundation's Vision, Mission, Values and Strategic Plan;
- Develop mutually beneficial partnerships to support the work of the Foundation;
- Build on existing, and create new, relationships with key influencers to promote the Foundation and increase community awareness and support;
- Establish and maintain communication with the philanthropic work, territorially and nationally;
- Look for, and act on, initiatives where the Foundation can play a coordinating, lead or support role within the community; and
- Develop and maintain strong connections with CFC and network with peers from similar foundations for best practice programs and ideas.

## ❖ **Management and Administration**

- Ensure an efficient, accessible office to serve donors, grantees, and the general public,
- Ensure operating policies and procedures are followed;
- Ensure that the operation of the organization continues to meet the expectations of funders, the Board and the community;
- Implement policies and procedures as directed by the Board;
- Ensure privacy/confidentiality is maintained, including secure storage of all electronic and paper files;
- Identify and evaluate risks to the organization and implement measures to control them;

- Ensure the Board and the organization carry appropriate and adequate insurance and that Board members understand the terms, conditions and limitations of this coverage;
- Develop and manage a network of volunteers as appropriate to work on specific initiatives (e.g., gala) or provide support as needed,
- Prepare Executive Director reports for Board,
- Manage external contracts and contractors and
- Hire and manage staff in accordance with board direction.

## **Experience, Abilities and Personal Characteristics**

A degree or diploma in Nonprofit management, Public Administration, Business, Social Science (or other related studies) and 5 years of experience in the non-profit field is required. Other combinations of education and experience may be considered.

Previous experience includes: 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 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; creativity and initiative; research and analytical skills; the ability to develop policies and procedures; and strong computer skills.

Desired personal characteristics include: demonstrated sensitivity and cultural awareness; compassion; an ability to relate to people across a broad spectrum including volunteers, students, bereaved families community leaders and senior managers in business and industry; flexibility; discretion; decisiveness and an ability to make difficult decisions.

## **Hours of work**

This is a fulltime, indeterminate position (37.5 hours per week). The Executive Director is expected to deal effectively with the large volume of work characteristic of running a community foundation. Given the nature of the position, hours need to be flexible to accommodate periods of intense demands and special events. The Executive Director is also expected and required to conduct activities outside the office working hours as well as outside the office. Specific hours will be negotiated between the Chair and the Executive Director for Board approval, as required to meet changing demands.

## **Working Conditions**

The Executive Director may be required to work for significant periods alone in an office, which can be stressful. There will also be periods of intense pressure, requiring long periods of work outside normal working hours, including weekends and evenings. Also, as the office is open to the public, the incumbent may be alone when strangers enter the office.

Flexible, and family supportive working environments may be considered.