

## STRATFORD PERTH COMMUNITY FOUNDATION

<b>JOB DESCRIPTION:</b>	<b>Executive Director</b>
<b>Reports To:</b>	<b>Board of Directors</b>
<b>Type:</b>	<b>Permanent Full Time, Salary, 37.5 hours per week</b>
<b>Salary:</b>	<b>TBD</b>

---

### ORGANIZATION OVERVIEW:

The Stratford Perth Community Foundation (SPCF) is an organization for everyone, and unique because donations, large or small, are never spent but are pooled and invested. The earned income is used to make grants to local charities year after year to build a vibrant not-for-profit sector in Stratford, St. Marys and Perth County. To make all this work, we share our unique understanding of community needs and help mobilize and guide donors to specific community initiatives.

**Our Vision:** Realizing community vitality through philanthropy.

**Our Mission:** To enrich the lives of people in Stratford, St. Marys and Perth County by providing support to charitable organizations through grants made possible by responsible stewardship of endowment funds.

### A. Scope of Position

The Executive Director is responsible for the overall operation of the SPCF and is accountable to the Board of Directors. These responsibilities include:

- Provision of leadership, strategic and long term planning for the Community Foundation ensuring effective delivery of all Community Foundation programs and efficient use of resources
- Oversight of operational and financial management
- Cultivation and stewardship of donors
- Initiation of policy recommendations and implementation of Board policy decisions
- Direct support regarding the efficient management of Board meetings
- Effective promotion of community awareness of the Community Foundation's goals and objectives that helps broaden the level of understanding and support for the Community Foundation and its activities
- Active role in developing and maintaining effective partnerships and collaborations with businesses, sponsors, municipalities, community leaders, charitable organizations etc.
- Development, coordination and implementation of operational plans, fund development, programs and strategies to increase the capital funds of the Community Foundation
- Manage the Community Foundation's human and financial resources
- Regularly liaise with Community Foundations of Canada colleagues
- Other duties as directed by the Board

## **B. Organizational Relationships**

This position reports to the Chair, Board of Directors and provides support to both Board and Operational Committees.

Board Committees the Executive Director supports:

- Finance and Investment Committee
- Governance Committee
- Nominating Committee
- Executive Committee

Positions/Committees reporting to the Executive Director include:

- Staff: Marketing & Communications Manager and Grants & Data Manager
- Bookkeeper
- Operational Committees including: Fund Development, Grant Advisory Committees and Event Committees
- Volunteers

## **C. Duties and Responsibilities:**

The Executive Director plans, develops, establishes and achieves policies, programs and objectives of the SPCF in accordance with Board directives and the identified strategic objectives. Specifically the Executive Director will:

- Work with the Board to develop and establish policies and objectives of the SPCF
- Support the Board with establishing and implementing strategic plans
- Assist the Board in recruiting Board members and assessing the effectiveness of the Board
- Ensure proper financial controls are in place and the Board is provided with appropriate budgets, forecasts, financial and operating reports
- Maintain current knowledge of CRA rules and regulations pertinent to the SPCF
- Establish annual operating plans that achieve the strategic objectives of the Board
- Manage the day-to-day activities of the SPCF
- Ensure effective organizational governance
- Development of efficient, sustainable administrative systems and procedures
- Effectively supervise staff and volunteers
- Develop and maintain successful working relationships with donors
- Plan, direct and administer the grant-giving activities of the Community Foundation
- Represent the SPCF at meetings of related organizations or in discussions concerning funding with local charitable organizations
- Attract funds to build perpetual endowment funds and build the assets of the SPCF including initiating and managing a comprehensive fund development strategy that achieves specific results
- Review operating and financial reports and set metrics to determine progress towards organization objectives
- Plan, develop and implement public relations and marketing policies designed to strengthen and improve the Community Foundation's image and relations with donors, local charities and the community

- Create community awareness of the goals and objectives of the SPCF
- Ensure effective coordination of special events, presentations etc.
- Coordinate collaborative projects such as Vital Conversations, Smart & Caring Communities Initiative, Random Act of Kindness Day etc.
- Prepare marketing and communications materials and ensure that updated information is provided online and through social media
- Develop relationships with professional advisors to encourage inclusion of the SPCF in estate plans and gift considerations
- Collaborate and work with local community leaders
- Stay current of community needs
- Establish and maintain communications with provincial and national philanthropic partners

#### **D. Education, Experience and Personal Characteristics**

A visionary and results oriented leader, the Executive Director will be a passionate community champion with a clear understanding of the role of the SPCF within Stratford, St. Marys and Perth County. Our ideal candidate will have qualities that enhance the credibility, trust and good relations that the SPCF has worked hard to develop and maintain since 2004.

The preferred candidate will have:

- Excellent interpersonal skills with a strong ability to develop and maintain successful working relationships with the Board of Directors, donors, community leaders and other charitable organizations
- Demonstrable experience in the cultivation and stewardship of donors
- The capacity to lead, motivate and effectively communicate within the organization and with numerous external stakeholders groups
- Strategic planning, organizational and management skills
- Strong public speaking skills
- Solid understanding of organization governance and the ability to implement policies and procedures
- Previous experience and expertise as a senior administrator
- Post-secondary education or equivalent with strong administrative, public relations, media relations, financial, communications and marketing skills
- Research and analytical skills
- Strong working knowledge of computers (MS Word, EXCEL, PowerPoint etc. ), customer relations management (CRM) software and accounting software
- A deep understanding of some, or all, of the communities served: City of Stratford, Town of St. Marys and the Municipalities within Perth County, namely North Perth, Perth East, Perth South and West Perth

Within the limitations of this position, the Executive Director is expected to deal effectively with the large volumes of work characteristic of running a Community Foundation. The Director is expected and required to attend Board and committee meetings and to conduct activities outside the office working hours as well as outside of the office.