



## **Executive Director Position Available**

### **About The Community Foundation**

Launched with charitable status in December 2019 as one of 191 community foundations across Canada, the Community Foundation of Kawartha Lakes aims to strengthen the local philanthropic network, attracting people who care and connecting them with opportunities to make positive social impact.

At the heart of the Foundation is a Board of Directors, passionate about creating a valuable community asset, managed by and for the people and communities in Kawartha Lakes. Through its endeavors to increase local philanthropy and charitable giving, the Board works and collaborates with other charities and non-profit organizations in Kawartha Lakes.

Since March 2020, over \$1,370,000 has been raised, supporting 11 community funds and projects, 16 local charities and establishing 6 local family legacy funds – working closely within the five charitable objects of Employment and Economy, Community Well Being, Environment and Agriculture, and Arts and Health.

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**There is an exciting opportunity for the ideal candidate to join the Community Foundation of Kawartha Lakes to develop and expand its capacity, and to ensure its long-term stability and social commitment for years to come.**

We are looking to hire an Executive Director who is both creative and passionate about developing strong partnerships of purpose by connecting people, projects and philanthropy. Understanding our community, this leader will inspire the people they work with to reach for greater success. Supported by the Board, its Advisors and our community stakeholders, this Executive Director can succeed in building a more prosperous, innovative, caring and progressive Kawartha Lakes enriching the lives of all.

### **About The Role**

With assistance from an administrative assistant and a communications coordinator, reporting directly to the Board of Directors, the Executive Director will focus approximately 30% on Operations and Administration and 70% on Financial Strategies and Fundraising.

The Executive Director will be responsible for building strategy driven tactical plans in four priority areas:

#### **1. Financial Objectives:**

To be a growth oriented and financially sustainable Community Foundation by:

- Increasing legacy endowments with local philanthropists and the organization's operating fund
- Increasing corporate sponsorship of mutually beneficial community initiatives and partnerships
- Customizing a sustainable business model and report on success with Board
- Operating within the guidelines of the Income Tax Act and the Canada Revenue Agency rules for charitable organizations



## 2. **Community Out-Reach and Professional Reputation Objectives:**

To effectively grow the local charitable universe by:

- Promoting success and trust achieved with all community stakeholders
- Creating a strategic plan with consideration to the ecosystem of charities and community services in Kawartha Lakes
- Building mutually beneficial cooperative partnerships with integrity and strengthening public, private, not for profit and charitable key stakeholders' relationships
- Leveraging donor management system to build and execute communications plan with support of Foundation Coordinator
- Ensuring all community engagements, programs, services, and funding relationships exceed strategic goals and objectives

## 3. **Operational Objectives:**

To oversee and manage all financial, communications, information systems, relationship building and management capabilities by:

- Consolidating data and workflows within current platforms and processes to ensure sound financial management, reporting and communications
- Working from databases and systems for accounting, record keeping, reporting, CRM, web/apps and social media
- Considering the key activities in donor information management, reporting and relationship management, prospecting and development of donors, partnership development and relationship management, Project development (execution) and oversight, Communications, Government and regulatory filings

## 4. **Governance Objectives:**

To work with an Executive Board that will provide the Executive Director clear direction and effective support whereby:

- Board Members represent breadth of skills required for strong oversight
- Succession processes in place to ensure sustaining governance
- Board policies, processes and practices follow good board standards
- Board is recognized and respected by the community
- Board is engaged in actively supporting Executive Director with his/her work
- Board members are helpful in recruiting donors and funders



### **Executive Director Skills / Attributes / Assets:**

The incoming Executive Director must be inspired and capable of leading social impact philanthropy to create positive change for all communities in Kawartha Lakes. This leadership position requires an ability to present community stakeholders at all levels with innovative program opportunities, and ultimately to attract inspired giving.

Therefore, the Community Foundation is seeking the following attributes and experience:

1. Sales Leadership skills
2. Fundraising and donor management skills
3. Financial planning skills
4. Entrepreneurial skills
5. Organizational management skills
6. Strategic, data driven communications, marketing and public relations skills
7. Program development skills
8. Project management skills
9. Empathetic negotiation skills
10. Skills related to passion, idealism, integrity, positive attitude, mission-driven, and self-directed

### **Education, Experience, Professional Certifications:**

- Bachelor's Degree in Finance, Accounting, or Management preferred
- 10 or more years of professional management, not for profit, charitable sector
- Board of Directors experience is an asset
- Professional Certifications demonstrating upskilling in relevant areas as listed above

Salary and compensation package will be based on applicant's skills and experience.

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### **How to Apply:**

Candidates are invited to submit a cover letter indicating personal enthusiasm and proven capabilities, including a resume complete with salary expectations by email to [joinus@kawarthafoundation.ca](mailto:joinus@kawarthafoundation.ca).

We thank all applicants for their interest and candidates selected for an interview will be contacted. The candidate selected for the offer will undergo a background check.