



DRAYTON VALLEY COMMUNITY FOUNDATION

Executive Director

Job Description

The Drayton Valley Community Foundation is a charitable, public foundation creating opportunities to turn community dreams into reality, through giving.

The Executive Director is appointed by and responsible to the Board of Directors of the Foundation and is subject to the by-laws and the express directions and decisions of the Board acting on behalf of and in the name of the Foundation. The ED is responsible for the day to day operation and management of DVCF and is a resource to the Board of Directors. This person oversees all aspects of the Foundation and has significant responsibility of bringing to life the DVCF vision through the building of endowment funds and ensuring implementation of the strategic plan.

Duties & Responsibilities:

Fund Development

In cooperation with the Fund Development Committee:

- Seek out new funds to build a perpetual endowment fund and build the assets of the Foundation.
- Initiate and manage a comprehensive development program with specific targeted results.
- Work with the board to develop and implement policies and programs to define the establishment of funds (eg. minimum values for restricted and unrestricted funds).
- Seek out, develop and maintain relationships with professionals to encourage consideration of DVCF in estate plans and planned giving.
- Find grant opportunities, write proposals and report on progress.
- Review and approve all gift agreements.

Marketing, Public Relations and Communications

In cooperation with the Marketing and Communications Committee:

- Implement a broad communications plan (including brand identity development) to build awareness and interest in DVCF amongst community groups and organizations, potential donors, public officials, influencers and financial advisors
- Facilitate and host public information sessions with community members, groups and business professionals to educate them about the Drayton Valley Community Foundation.
- Plan and organize DVCF special events and fundraisers.
- Create all publication materials including annual reports, brochures and handouts.
- Attend events and participate in community activities as the face of the foundation and establish personal and DVCF profile.
- Create and publish all social media content including, but not limited to: Facebook, Instagram, Youtube and Twitter.
- Ensure the website is current, informative and engaging.

Donor Stewardship

- Build and maintain strong relationships with donors.
- Create and maintain a thorough donor database including past and potential donors.

Management and Administration

- Ensure operating policies and procedures are followed.
- Ensure that information requirements are provided in a timely and appropriate manner to stakeholders, including auditors, board and media.
- General office administration activities including banking, mail, purchase of supplies, and data collection and input are carried out effectively.



Financial Management

- Execute all bookkeeping practices for the foundation (invoicing, receipting, payables, reconciliation etc.).
- Work with the Treasurer, maintain current knowledge of CRA rules and regulations pertinent to DVCF.
- Work with the Treasurer to ensure investment and endowment management policies, appoint and review fund managers and ensure adequate cash flow for granting purposes.
- Monitor the performance of the foundation's investment portfolio.
- Ensure completion of monthly financial statements, monthly budget and annual audit as required by the Board.

Board Development and Volunteer Management

In cooperation with Governance Committee:

- Work with the Board to develop and implement appropriate governance policies.
- Recruit new Board members and volunteers and develop and assess the effectiveness of the Board.
- Support the Chair and committees in their work by providing relevant information as needed.
- Schedule board and committee meetings, create agendas and record meeting minutes as necessary.

Granting

In cooperation with the Granting Committee:

- Implement policies, programs and procedures to attract, review and make grants.
- Facilitate grant information sessions to community groups and organizations.
- Collect and maintain signed grant agreements to ensure grant recipients provide impact reports.

Qualifications and Experience

- College or University degree is an asset.
- Management experience in a charitable organization is an asset.
- Demonstrated success in fund development or sales environment.
- Commitment to the philanthropic sector and demonstrated interest in community development.
- Self motivated, self disciplined individual with initiative and drive to succeed in a complex and ambiguous environment.
- Highly developed communication skills, both written and verbal. Strong public speaking skills.
- Strong relationship development and interpersonal skills, ability to consult and work with a wide range of partners and stakeholders.

Working Conditions

The Executive Director is expected to deal effectively with a large volume and great variety of work. Meetings may be held in the early mornings or evenings to accommodate donors, directors and volunteers. Attendance at relevant events may be over the weekend. Considerable flexibility in schedule is required, as is a discipline to manage workload. The position description will be reviewed annually by the Board. Salary range to be determined based on education and relevant experience.

Please email your resume and cover letter to erinl@dvcf.org by September 6, 2019 at 4:00pm.