



Position: EXECUTIVE DIRECTOR

Reports to: Board of Directors, Human Resource Committee

Salary: \$75,000 - \$95,000

Hours & Workplace: Full time - 32 hours per week

There may be times that these hours may vary based on work load and peak times.

A blend of work at home and attendance in the SDCF public office environment is required.

Position Summary: The Executive Director is responsible for the overall operations of the Selkirk & District Community Foundation in working with the Foundation's team, both Board and staff, based on strategic planning and driven by policy-based decision making. The incumbent is primarily involved in providing strategic leadership to implement and grow the Foundation's capacity to facilitate community development supporting community well-being, within the region of the City of Selkirk, R.M. of St Andrews and R.M. of St Clements. The Executive Director is a key leader and manages the Foundation's organizational planning, management and day-to-day activities that involves donor relations, fund development, communications and community grant making.

SDCF's Board of Directors acknowledges and celebrates that the staff team is one of the Foundation's greatest assets. The supervision and management of staff is the primary responsibility of the Executive Director, who will inform and report to the Human Resources (HR) Committee.

Responsibilities

The Executive Director provides overall leadership and works with Foundation's staff to ensure that the following duties and responsibilities are carried out effectively:

1. Board Relations and Strategic Leadership

- Lead and drive, in partnership with the Board, the vision, strategic planning and goal setting that impacts the overall operations of the Foundation.
- Uphold the Foundation's "Here for Good" vision while having a strong understanding of

the role philanthropy plays in a community's wellbeing.

- Work as a team member with the Board Chair, Directors, and various Committee Chairs to implement Board policy driven decisions and key programs.
- Assist the Board Chair in planning and preparation of Board and Executive Committee agendas.
- Partner with community leaders to help develop and implement primary strategic initiatives, like Vital Signs, that enhance the well-being of the region.
- Maintain professional affiliation with national and provincial Community Foundation networks, like Community Foundations of Canada, The Winnipeg Foundation - Endow Manitoba.

2. Donor Relations & Fund Development

- Facilitate ongoing Board conversations, education and development regarding the Foundation's philanthropic approaches with donors and community partners.
- Represent the Foundation with donors, possible donors, non-profit agencies, and businesses to cultivate long-term relationships to foster giving to the Foundation.
- Develop, be aware of, take action and nurture donor engagements and relationships to ensure positive responses, which will complement community needs with donor's philanthropic causes.
- Work closely with staff to ensure thoughtful, personal and timely donor recognition occurs.

3. Community Awareness & Communications

- Serve as one of the key spokespersons of the Foundation for media and to the general public. Represent the Foundation in the community to increase awareness of the value of giving to the Foundation.
- Develop and execute communication plans to expand and enhance community awareness.
- Build community partnerships with non-profit organizations, donors and community partners that result in identifying and prioritizing vital community needs.
- Develop and implement high quality, sustainable communications through various media platforms and publications.

4. **Grant Making**

- Oversee the administration of the Foundation's grant making program and process.
- Develop and nurture positive working relationships with various community partners, primarily within the Foundation's catchment.
- Execute the functions of the Foundation's Foundant software.
- Guide non-profit organizations as they prepare grant applications, which may involve on-site tours, interviews and post program evaluations.
- Connect solid grant applications with Donor Advised Fund Holders or Field of Interest Funds, for recommendation, to fulfill a Funds' core purpose and/or criteria.
- Work with Grant Committee and staff to develop and support recommendation of the disbursement of funds, for Board approval.

5. **Operations**

- Manage and administer the Foundation's day-to-day operations.
- Work with Finance Manager to develop the annual operating budget.
- Oversee updates to all policies, IT systems, office computing, security and accounting systems.
- Coach, motivate and mentor staff to achieve individual and organizational objectives.
- Ensure that policies and procedures, including Human Resources, are in place to allow the Foundation to function in an ethical, legal, cost-effective, and efficient manner.
- Ensure that the Board of Directors and the organization carry appropriate and adequate insurance consistent with industry standards.
- Ensure that all information is stored such that Personal Information Protection and Electronic Documents Act (PIPEDA) requirements are met and maintained.
- Create and nurture a strong, collaborative and rewarding work culture where staff feel empowered to perform at their peak potential in an inclusive, equitable environment.
- Monitor staff performance on an on-going basis, conduct annual performance reviews, while providing opportunities for training and professional staff development.

Competencies

Demonstrates excellent communication skills; interpersonal and public relations, along with exceptional computer skills.

Has worked extensively with Boards, within a community and non-profit sector setting.

Has a high degree of integrity, with the ability to build relationships and work effectively with donors, elected officials and community leaders from various community sectors.

Possess sound judgment, analytical skills, strong decision-making abilities, to understand complex issues and challenges, with the ability to multi-task.

Demonstrates excellent leadership skills with the ability to coach, motivate and support staff, volunteers, committees, boards and donors, while building trust and demonstrating discretion.

A self-disciplined, self-starter who is highly organized, undertaking work without supervision.

Education & Experience

A minimum of five years' experience in the local not-for-profit sector.

Proven ability to develop and implement strategic plans that has impacted community development.

Displayed strong leadership experience and a proven record of job advancement.

Has fostered a positive, healthy and safe work environment in a small team setting.

Possesses a strong knowledge of board governance, bylaws and other rules of order.

To apply please submit resume to: exdirector@sdcf.ca no later than July 22, 2025