

Job Posting: Executive Director

Location: North Bay, Ontario

Organization: North Bay and Area Community Foundation (NBACF)

Application Deadline: October 11th, 2024



About Us:

The North Bay and Area Community Foundation (NBACF) is dedicated to strengthening our community by fostering philanthropy and supporting impactful initiatives. We are a vital part of North Bay's philanthropic landscape, driving positive change through strategic funding and community engagement.

Position Overview:

Are you passionate about making a difference in the community? The North Bay and Area Community Foundation is seeking an experienced and visionary Executive Director to lead our organization. In this role, you'll drive our mission forward, oversee strategic initiatives, and foster impactful community partnerships. If you have a proven track record in fund development, donor relations, and strategic planning, we want to hear from you!

Key Responsibilities:

- **Fund Development & Donor Stewardship:** Lead fundraising efforts, build and maintain donor relationships, identify grant opportunities, and manage gift agreements. Experience in event planning is a plus.
- **Governance & Board Support:** Align the organization with its mission, assist in governance policy development, and support Board activities.
- **Financial Reporting & Compliance:** Ensure adherence to regulations, oversee financial management, and monitor investment performance.
- **Grantmaking:** Develop and manage grant policies, build nonprofit partnerships, and handle grant agreements and impact reporting.
- **Strategic Planning & Partnerships:** Work with the Board on strategic planning, foster community relationships, and engage with peers for best practices.
- **Management & Administration:** Oversee office operations, manage staff and administrative functions, and prepare reports for stakeholders.

Qualifications:

- Proven experience in fund development and donor relations within a nonprofit or community-focused environment.
- Strong leadership, communication, and relationship-building skills.
- Proficiency in financial management and strategic planning.
- A bachelor's degree in a relevant field is an asset.
- Experience in event planning is an asset.
- Demonstrated success in project management, including the ability to oversee complex projects from inception to completion.
- Expertise in crafting and implementing innovative fundraising strategies, including major gifts, grants, and corporate partnerships.

- Strong grant writing skills, with experience in identifying funding opportunities and managing the grant application process.
- Interest in using nonprofit management software and donor databases to streamline operations and enhance organizational efficiency.
- Ability to build and strengthen relationships with community organizations, local businesses, and leaders to promote engagement and collaboration.
- Strong advocacy skills, with experience representing the organization in public forums, with media, and in other external communications.
- Cultural competency and sensitivity, with the ability to engage respectfully and inclusively with diverse communities.
- Commitment to high ethical standards and transparency, with adherence to best practices in nonprofit governance and financial management.
- Ability to analyze and interpret data to inform decision-making and measure the impact of initiatives.

Details:

- Type: Full-Time, 1-year contract leading to permanent
- Salary: \$50-60k
- Reporting to: NBACF Board of Directors

How to Apply:

Please submit your resume and a cover letter outlining your qualifications and experience to executive.director@nbacf.ca by October 11th, 2024.

The North Bay and Area Community Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

The North Bay and Area Community Foundation will provide accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. You can request accommodation at any stage of the hiring process. If you require an accommodation, please contact executive.director@nbacf.ca

For more information about our organization, please visit nbacf.ca