



COMMUNITY FOUNDATION OF
NEWFOUNDLAND AND LABRADOR

Executive Director Position (Part-Time)

The Community Foundation of Newfoundland and Labrador (www.cfnl.ca) is a charitable organization that enhances quality of life in Newfoundland and Labrador by supporting and promoting fund development, grant-making, and community knowledge.

Scope of Position: Reporting to the board of directors, the Executive Director is responsible for the organization, direction, and management of all activities of the Community Foundation of Newfoundland and Labrador (CFNL). These responsibilities include:

- Providing leadership, strategic, and financial direction for CFNL.
- Ensuring effective delivery of all CFNL programs and efficient use of its resources.
- Developing, co-ordinating, and implementing plans and strategies to increase the capital funds of CFNL.
- Actively promoting awareness of CFNL's goals and objectives, as well as broadening the level of understanding and support for CFNL and its activities.

To carry out these responsibilities the Executive Director will:

1. Attend all meetings of the Board of Directors of CFNL and other meetings, as required;
2. Report to the Board at each regular meeting and to the Chair as necessary;
3. Act as Secretary to the Board;
4. Act as a resource to the Board;
5. Assist the Board in developing and executing specific action plans;
6. Assist the Board in achieving its objectives;
7. Follow up on the Board's actions and initiatives;
8. Identify actions and initiatives to further the objectives of CFNL;
9. Become familiar with the policies and procedures of Community Foundations of Canada (CFC);
10. Act as liaison between CFC, the Board, and the community;

11. Develop and execute a communications plan;
12. Prepare and conduct the correspondence of CFNL;
13. Prepare an annual report on the foundation's activities;
14. Develop and carry out public relations for CFNL, including public presentations;
15. Represent CFNL, as required;
16. Maintain a web site;
17. Maintain the financial accounts of CFNL by ensuring that CFNL's external bookkeeping service is provided with the necessary documentation, making bank deposits, issuing cheques, preparing general ledger reports, and presenting financial status reports to the Board, as well as by facilitating the preparation of CFNL's annual financial statements;
18. Ensure that all regulatory requirements for non-profit corporations and registered charitable organizations are fulfilled, including but not limited to payroll remittances, annual charity returns, and the issuance of charitable tax receipts;
19. Organize and maintain the files of CFNL, including donor information, fund agreements, grant applications, grant reports, and other administrative files;
20. Perform other related duties as required or directed.