**Position Profile:**

Reporting to the Board of Directors, the Executive Director (ED) is a skilled fundraising leader responsible for the effective and efficient operation of the Foundation with a strong focus on fund development. In keeping with the philosophy, policies and procedures, and financial management structure of the Foundation, the ED takes an active lead in driving the strategic plan forward. The ED proactively seeks new partnerships, and untapped fundraising potential ensuring that a high standard of donor-based programs are delivered through relationships, collaboration and engagement with donors, the business community, regional non-profit organizations/community-serving agencies and government (in particular, the City of Surrey).

**Key attributes:**

* Passionate about inspiring donors who want to invest in the people of Surrey.
* Be proactive, purpose-driven, forward thinking, innovative and self-directed.
* Highly effective communicator and relationship builder with the ability to quickly establish rapport and garner respect.
* Personal and cultural alignment with the mission, vision and goals of Surrey Cares Community Foundation including advocating for the people of Surrey.

**Responsibilities:**

**Fund Development (45%):**

* Responsible for all-aspects of fundraising (strategy-to-execution, prospect/lead management, campaigns, etc.) and developing and mobilizing the Foundations resources to support and further this work.
* Manages and enhances revenue generating activities to support existing program operations.
* Initiates and nurtures relationships with donors and potential donors and fundholders (corporate and individual).

**Leadership & Administration (25%):**

* Provides overall management and supervision of the day-to-day affairs of the Foundation (participate in some administrative duties until the office is fully staffed according to the long-term plan).
* Provides leadership and creates plans and an overall organization strategy for the attainment of annual and long-term strategic priorities, goals and objectives set by the Board of Directors.
* Responsible for matters directly related to individual staff and volunteer hiring, supervision, evaluations, disciplinary actions and professional development with input/or liaison from the Executive Committee as and when required.
* Responsible for the fiscal integrity and viability of the Foundation, including submission to the Board of a proposed budget (working with the Treasurer and Finance Committee) and financial statements, which accurately reflect the financial condition of the organization.
* Responsible for fiscal management including operating within the approved budget, ensuring maximum resource utilization and maintenance of the organization in a positive financial position.

**Marketing, Communications & Public Relations (20%):**

* Oversees the creation and distribution of print and digital marketing and communications materials in collaboration with the Communications Committee for the Foundation (until such time that a profession marketing employee is added to the Foundation’s personnel)
* Forge and maintain relations of trust with stakeholders, partners, sponsors, and external authorities such as civic, local and federal governments.
* Acts as the senior public relations representative of the Foundation (along with the Chair and/or other designated persons) in ways that strengthen its profile.
* Experience as a consensus builder with demonstrated ability to collaborate effectively with diverse stakeholders.
* Knowledge of technology, social media, and digital platforms to support fundraising and public awareness.

**Board Governance (10%):**

* Reports to the Board of Directors, specifically the Chair on a weekly/or as-needed basis.
* Works with the Board of Directors, as required, for the ongoing operations of the Foundation as needed.
* Works with the Board of Directors to develop resources sufficient to ensure the financial health of the organization.
* Works collaboratively with various committees of the Board to ensure implementation of strategic direction.
* Works collaboratively with Board members as the Board begins to move from a ‘working’ Board to Governance Board as finances become available for administration and other support.
* Responsible for leading in a manner that supports and guides the Foundation’s mission as defined by the Board of Directors.
* Participates in the development of new or revised policies in partnership with the Governance Committee, strategic plans, goals, operational policies, and new program proposals.
* Responsible for communicating effectively with the Board and provides, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
* Identifies, assesses, and informs the Board of internal and external issues that affect the organization.