

Executive Director
Durham Children's Aid Foundation

The Executive Director is the key management leader of the Durham Children's Aid Foundation (DCAF). The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include marketing, fundraising and community outreach. The position reports directly to the Board of Trustees.

General Responsibilities

Board Governance: Works with Board in order to fulfill the organization mission.

- Responsible for leading DCAF in a manner that supports and guides the organization's mission as defined by the Board of Trustees.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for fundraising and developing other revenues necessary to support DCAF's mission.
- Responsible for the fiscal integrity of DCAF, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position.

Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for the implementation of DCAF's programs that carry out the Mission.
- Responsible for strategic planning to ensure DCAF can successfully fulfill its Mission
- Responsible for the enhancement of DCAF's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Organization Operations: oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible effective administration of DCAF operations.
- Responsible for signing all notes, agreements and other instruments made and entered into and on behalf of the organization.

Job Responsibilities

1. Report to and work closely with the Board of Trustees to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
2. Supervise, collaborate with organization staff.
3. Strategic planning and implementation.
4. Planning and operation of annual budget.
5. Serve as DCAF's primary spokesperson to the organization's constituents, the media and the general public.
6. Establish and maintain relationships with various organizations and stakeholders and utilize those relationships to strategically enhance DCAF's Mission.
7. Engage in fundraising and developing other revenues.
8. Oversee organization Board and committee meetings.
9. Review and approve contracts for services.
10. Other duties as assigned by the Board of Directors.

Professional Qualifications Needed

- A Bachelor's degree in a related field
- Transparent and high integrity leadership
- Five or more years of senior non-profit management experience
- Experience and skill working with a Board of Directors
- High Level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic and a high degree of energy.

Nice to have

- CFRE designation
- Brand building - social media & digital marketing experience
- CRM experience - developing and nurturing donors & supporters across various initiatives
- Local experience developing & maintaining business relationships in the Durham Region
- Monthly giving - experience developing a monthly giving program
- DonorPerfect software experience

To apply, please send your resume to leslie.mclean@durhamcaf.ca