

Executive Director Job Posting

As one of the largest and most effective humanitarian organizations in the world, Rotary is a global network of 1.2 million neighbors, friends, leaders, and problem-solvers who see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves.

At the Rotary Club of Windsor (1918), our motto is "service above self" and we proudly serve Windsor and Essex County, and communities all around the world. As a Rotary Club, we are able to impact the most vulnerable in our own community, but also scale our network globally to eradicate polio, bring clean water to remote villages and educate girls.

In this newly created role, the **Executive Director** will be responsible for leading and managing the Rotary Club of Windsor (1918) in accordance with the Rotary Club of Windsor (1918) and the Foundation Fund By-Laws and the policies set by the Foundation Fund Board of Directors. As a leader, the Executive Director models and promotes excellence, accountability, quality, creativity, transparency and empathy throughout the Club. The Executive Director will be responsible to both Boards and the employer is the Foundation Fund.

Primary Accountabilities:

Strategic Planning/Performance Management

- Collaborate with the Boards to develop a long-term vision and strategic goals.
- Develop a long-term financial plan, implement the plan, monitor progress towards vision and goals and make changes as necessary.

Risk Management

- Ensure policies and procedures are in place for effective fiscal management and oversight.
- Assume the role of Chief Privacy Officer and ensure adherence to federal and provincial privacy legislation.
- Identify, assess and manage all risks to the Club.

Financial Sustainability

- Create annual fund development plan linked to the operating budget, with clear targets and actions, and a diversity of funding sources.
- Regularly monitor revenues, expenditures and Club programs against budget and make adjustments as necessary.
- Ensure existing donors are appropriately recognized and stewarded.

Board Accountability

- Provide reports to Boards that ensure compliance with all of their legal and fiduciary duties, including charitable filings.
- Prepare and present proposals and plans to the Boards for review, discussion and approval with respect to any potential, new initiative that would help the Club achieve its mission, vision and goals.

Effective Communications

- Ensure development, execution and evaluation of a communications and marketing plan as part of the annual operating plan of the Club.
- In conjunction with the Foundation Fund Board Chair and the Club President, act as the key spokesperson and representative to the community, government and media.
- Ensure the Club builds and sustains relationships with young people, families, volunteers, donors, funders, government representatives, politicians, and other community-based agencies to help achieve the Club's mission and goals.

Community Leadership/ Volunteer Management

- Establish clear patterns of authority, responsibility, supervision and communication with volunteers.
- Work with Committees to recruit qualified volunteers to assist with programs, committees and operational tasks.
- Raise visibility and promote services.
- Ensure compliance with Rotary Internationals' brand.

Qualifications:

- Bachelor or equivalent in social services field is required or related experience;
- Excellent interpersonal communication skills;
- Experience in non-profit management is an asset;
- The employee must have advanced technology skills and be proficient in using Microsoft Office, social media, databases and accounting software;
- Must be an energetic self-starter who is able to function comfortably in a team environment or independently, someone who relates well to Club members, volunteers and the public;
- This position requires flexibility and the ability to manage time and multiple tasks with little supervision;
- Flexibility to work days, evenings and weekends as required;
- Valid driver's license and ability to travel locally required.

Interested applicants are asked to submit their resume and cover letter to Janice Forsyth, Foundation Fund Chair, jforsyth@foresightconsulting.ca by March 31, 2020. The Rotary Club of Windsor (1918) is an equal opportunity employer. Accommodations available on request in all parts of the recruitment and assessment process. The full position description is available on the Rotary (1918) website <https://rotary1918.com/> **Join Rotary and make a difference!**