



## **Executive Director Role Description**

### **Role Title:**

Executive Director

### **Mission of the Role:**

As the Foundation's primary face to the community, ecosystem, stakeholders and membership, the Executive Director's mission is to build the value delivered to the community by the Foundation through the development and execution of highly effective partnerships, marketing & outreach, fund raising initiatives and community relations.

### **Functional Accountabilities:**

1. Work with the Foundation board to develop a multi-year strategic plan and own the execution of that plan
2. Drive short, medium and long term revenues with the goal of building a \$1.5M endowment by 2025 using a range innovative methods (monthly donations, earned revenues, etc.)
3. Drive awareness amongst local partners, sponsors, community members, local and regional charitable organizations
4. Be the professional face of the organization to all existing and prospective donors, sponsors, grant recipients, Foundation members as well as the community at large
5. Oversee the investment performance of all Foundation endowment funds, leveraging the board's expertise, etc.
6. Own and execute a highly effective administration environment, working with the city staff liaison

### **Core Competencies:**

- Knows and loves the City & citizens of Port Coquitlam
- Has led similar sized Not-For-Profit organizations with similar mandates, with clearly measurable success
- Is outward facing... fund raising (at all levels), marketing, people connector, a builder of effective relationships and partnerships
- Energetic and passionate about a purpose based role, namely, positively impacting the citizens of Port Coquitlam
- Sufficient administrative skills & experience to manage events, budgets, contractors, volunteer programs, etc.
- Operates well in a small, one person organization that works closely with the Foundation board



**Metrics (how the board will measure the ED's performance):**

The following metrics, which require significant discussion, reflect this committee's view on how performance & success for this role can be measured:

- Fund raising against plan
- Donor retention, year over year against plan
- Growth of partnerships against plan
- Execution against a board approved, multi-year strategic plan
- Expense management against board approved budget
- Key Performance Indicators (KPI's) related to specific goals, outcomes, etc.

**Role Structure:**

This will be a contracted role at market rate (for similar sized Not-For-Profit organizations), with the following commitment levels:

- for the first 2 months, the Executive Director's contract would authorize them to work up to 35 hours per week, accelerating the Executive Director in getting up to speed on all facets of the Foundation's operations, role, present standing in the community, connection with donors, sponsors, partners, City Liaison, Members, etc.

After the first two months are completed, and based on a board <> Executive Director review of the present conditions that exist, the structure for the Executive Director's role would be:

- the Executive Director role would drop to 20 hours per week for the balance of 2019 and into 2020

- from time to time, the Executive Director role would expand past 20 hours per week based on board approved events & programming to be delivered, board approved projects being undertaken, attendance of conferences, etc.

Overall, an average of 20 hours per week is considered sufficient to successfully carry out this role based on the work to be completed, the opportunity that is available (total available fundraising, total available projects, etc.), and the overall size of Port Coquitlam philanthropic community.

**Contract Duration:**

The Foundation will utilize a multi-year contract with rate review provisions every 12 months, tied to performance, deliverables, etc.

**How to contact us:**

If you are interested for yourself or you have someone who you believe would be a great fit, or you just have questions, please contact John Diack, Chair, Recruitment Committee, Port Coquitlam Community Foundation at [john@pocofoundation.com](mailto:john@pocofoundation.com)