

Executive Director, 630 CHED Santas Anonymous

Edmonton, AB, Canada

Ref: 100

630 CHED Santas Anonymous Inc. o/a 630 CHED Santas Anonymous is now accepting applications for the position of Executive Director. Reporting to the Board of Directors, our Executive Director will develop practices and policies that will move our program forward into the coming years.

About the Role:

The position will begin in October 2020, working with our current Executive Director on the upcoming Toy Program. During this time, you'll train with our current ED and will assume control of the program upon her retirement in February 2021.

The Executive Director position is designed as a full time role September – January annually, reducing to part time (half days) February – August. While our Toy Program is underway September – January you can expect 40+ hours per week, with some evenings and weekends. In our “off-season” February – August you'll be expected to work half days or half weeks. There is flexibility offered to your work week in our off-season.

What We Need From You:

- A solid understanding of the uniqueness of our program and our longstanding relationship with Corus Entertainment.
- An appreciation of the challenging non-profit environment in which we operate.
- A creative thinker – able to develop strategies to enhance our currently successful campaign.
- A fluent understanding of the Edmonton business community and an ability to connect and relate to them for fundraising and giving.
- An ability to develop annual budgets and work within them.
- Leadership skills - an ability to manage people and work with volunteer groups.
- Someone who is self-motivated and goal-oriented. Able to work alone or as part of a group.
- Someone with excellent communication skills – all forms – written and personal.
- Someone who is always looking for ways to do it better, faster and more economically!
- At least 1-2 years of previous fundraising experience or related
- At least 1-2 years volunteering for a non profit organization in some aspect
- Experience working for a non profit organization is considered an asset

How to Apply

Please submit your resume in confidence to Jessie Bruce @ Jessie.Bruce@corusent.com

Please no phone calls. Only selected candidates will be contacted for interviews.

Deadline for submission is **July 31, 2020**.