



Job title	<i>Interim Director, Strategic Initiatives</i>
Reports to	<i>Board of Directors</i>
Compensation	<i>\$50,000 - \$60,000/annum, pro-rated</i>
Contract Scope	<i>12 - 18 month contract (Parental Leave coverage)</i>
Start Date	<i>Early to mid-July</i>

About the Community Foundation

The Community Foundation brings people together to create meaningful and lasting change in the City and County of Peterborough. We work with donors and charitable organizations to invest in the people, ideas and activities that support community vitality.

About this role

The Interim Director, Strategic Initiatives is a full-time contract position to cover a parental leave, with a duration of 12 - 18 months. This person works collaboratively within a three-person Executive Team to lead the implementation of the Community Foundation's strategic goals while maintaining distinct areas of responsibility for community knowledge activities and communications and supporting governance, resource development and granting activities as needed.

General areas of responsibility

1. Community knowledge
2. Communications
3. Board & Governance support
4. Programs and special initiatives

Key deliverables during this contract

- Managing the roll-out of the Vital Signs community indicator system and developing/implementing communications and engagement strategies to support the strategic goals of the project
- Taking a lead on generating quarterly dashboard reports to monitor progress on strategic priorities, and presenting the reports to the Board of Directors
- Providing staff support for the planning and implementation of the annual Giving Gala
- Providing support to the Board of Directors to prepare monthly meeting agendas and materials
- Implementing a communications plan including the launch of and ongoing maintenance and content development of Community Foundation website

Essential qualifications

- Comfortable working in a shared leadership team environment to reach a common goal
- Strong oral and written communication skills
- Critical thinking, creativity and problem solving skills
- Skilled in translating data and technical knowledge for a general audience
- Strong knowledge of communications strategies and practices
- Ability to connect and collaborate with a wide range of stakeholders and partners
- Understanding of best practices in non-profit governance and operations
- Ability to act as administrator for a Wordpress website
- Basic understanding of community wellbeing indicators and statistical geographies
- Adaptability to respond to shifting priorities, opportunities and requirements

Working Conditions

- Extended periods of sitting while working on a computer
- Requires flexibility to work modified hours to attend meetings or events
- Occasionally requires travel within the Peterborough area
- Ability to work with moderate frequency of interruptions

Note: This position encompasses broad and varied responsibilities. This job posting does not list them all. The employee may be required to perform other related duties as assigned to meet the on-going needs of the organization.

How to apply

Email your cover letter and resume as one .pdf file to info@cfgp.ca with the subject line 'Interim Dir. Strategic Initiatives' before 5:00 PM on June 10th, 2019.