

The National Council of the Society of Saint Vincent de Paul is looking for a Part Time Executive Director (Volunteer Position).

Overview

As an experienced director, you will work with the Board of Directors to identify our organization's strategic vision, priorities and policies. You will lead fundraising to support the Society's various projects. Working closely with our President and our staff, you will supervise donors' funds allocation; manage the search for revenue sources and direct current and future projects to achieve successful outcomes. The person chosen will have to be available 15 to 20 hours a week. You commit to respect the principles and values of the Society of Saint Vincent de Paul of Canada.

Who We Are

Visit our website at: www.ssvp.ca/mission-values-logo

Specific Responsibilities

Your daily responsibilities will include:

- Finding and developing sources of financing for the Society.
- Working with regional presidents to ensure they are supported in the achievement of common goals.
- Participating in Board of Directors meetings and acting as principal liaison between Directors and staff.
- Developing strategic plans, including establishing objectives and goals.
- Working with President and staff to create operational plans to support and achieve strategic goals and objectives.
- Developing best practices and policies to support our work.
- Managing the staff of the Society's National Council.

Required Skills

- Project management and fundraising experience.
- At least 5 years of experience in an upper management position.
- University training in project management or related field would be an asset.
- Strategic thinking experience with ability to communicate and express vision for the future through positive actions and results.
- Strong communications and leadership skills, including ability to inspire and convince others.
- Experience in creating successful partnerships and collaborations with various groups of stakeholders.
- Proven track-record of fundraising, and of financial planning and management.
- Fluency in both official languages.

How to Apply

Please send your résumé and presentation letter before May 6, 2017 to: president@ssvp.ca

We thank all candidates for their interest. All applications will be reviewed. However, only those to be interviewed will be contacted.