

Merchants Corner Inc

Executive Director Job Posting

JOB SUMMARY

Merchants Corner Inc. (MCI) is seeking a highly motivated, community minded leader with connections to the North End to progress our organization forward. Reporting directly to the Board of Directors, the Executive Director will provide leadership to the operations of MCI in the areas of: strategic planning, fund development, community and public relations, facility management and human resources.

The development and spirit of MCI is guided by our Project Charter created through community. The Executive Director is expected to embrace and represent the Charter's guiding principles:

- ✓ **Co-operative Connection:** Collaborative partnerships that build on existing strengths for the well-being of the greater community.
- ✓ **Mixed Use:** Residential, educational, retail and community components.
- ✓ **Holistic Sustainability:** Economic, environmental, social and cultural sustainability that is mindful of community wellness and spiritual wholeness toward the Seventh Generation.
- ✓ **Community Economic Development Principles:** Developing local resources, inclusive processes, holism, collaboration and sustainability.
- ✓ **Intergenerational:** Places and opportunities for people of all ages and stages of life including elders, youth, adults, children and families.
- ✓ **Universally Accessible:** Universally accessible to all citizens.

QUALIFICATIONS

Education and Experience

- Related degree or diploma in social services, community development, business administration, or other related field
- 1-year experience in a leadership/management position within a community-based organization
- Experience developing community programs or projects
- Experience writing successful funding proposals
- Experience hiring and supervising staff, students, or volunteers
- Established connections with diverse groups and organizations in the community
- Experience in website development and/or working with social media platforms an asset
- Experience working with a Board of Directors an asset
- Other combinations of suitable experience and education will be considered

Knowledge and Skills

- Connections to or knowledge of the North End Community
- Demonstrated leadership skills
- Demonstrated ability to work independently and collaboratively with various stakeholders
- Demonstrated ability to communicate with diverse groups and stakeholders
- Demonstrated ability to secure funding through successful grant writing
- Exceptional written, verbal, and interpersonal communication skills
- Exceptional organizational and planning skills with attention to detail
- Strong computer skills with proficiency in Microsoft Office Applications

Merchants Corner Inc

RESPONSIBILITIES

- Work with the Board, staff and other stakeholders to develop, refine, and implement the organization's vision, mission, strategic priorities, and core values.
- Oversee the implementation of the activities outlined in the 3-year Strategic Plan
- Develop, implement, and/or oversee a multi-facet fundraising plan to increase operating revenue
- Identify funding opportunities, write funding proposals, and generate funding reports
- Develop, implement, and/or oversee a communications plan to increase the profile and presence of MCI in the community
- Attend meetings in the community to establish networks and build community capacity
- Build new and strengthen existing relationships with organizations and groups in the community
- Liaise, coordinate, and maintain positive relationships with various stakeholders including Board, staff, commercial tenants, residential tenants, and property managers
- Recruit and supervise human resource personnel as needed
- Develop and ensure adherence to human resource and facility management policies and procedures
- Coordinate and attend board meetings
- Develop annual budget and report financial status to the Board of Directors on a quarterly basis in collaboration with administrative partner
- Other administrative tasks as assigned by the Board in alignment with this job description

Weekly Hours/Schedule: Flexible
Salary: Dependent on hours agreed up and experience
Start Date: As soon as possible
Closing Date: June 11, 2021 at 4pm

Please submit a cover letter and resume to:

Attention: MCI Hiring Committee
Email: Merchantscornerprograms@gmail.com

Merchants Corner Inc. practices employment equity. If you identify as a woman, Indigenous person, person with a disability, and/or person of colour, or reside in the North End, please indicate that in your cover letter.

The interview process will be held over Zoom. Accommodation for applicants with differing abilities is available upon request. Thank you for your interest. Only applicants selected for an interview will be contacted.