

Managing Director – Job Description

Position Summary

Reporting to the Executive Director, the Managing Director will lead and inspire volunteers and stakeholders to collaborate and exceed the expectations of Rexdale’s vibrant youth and community. This passionate and engaging leader will drive results by taking a surgical approach in the areas of program management, fundraising, financial management and reporting. With our participants’ experience always at the forefront, this leader will work collaboratively with the Executive Director to develop innovative strategies that will elevate Trust 15’s impact in the community and its ability to create an empowering environment for our youth to pursue their potential.

Key Responsibilities

Operations & Program Management

- Working collaboratively with the Executive Director, participate in Trust 15’s strategic planning process and execute its annual operating plan
- Build trust, develop collaborative internal relationships and exceed stakeholder expectations by delivering solutions that are focussed on continuous improvement
- Develop policies and procedures that provide a strong control and risk management environment that also comply with applicable legislation and regulations
- Provide an empowering experience to a team of volunteers that will inspire them to exceed the community’s expectations
- Manage Trust 15’s information systems and databases and ensure applicable updates and improvements are made on a timely manner
- Work collaboratively with the Executive Director to prepare Board meeting agendas and meeting materials

Fundraising

- Develop and implement a robust and sustainable fundraising program that is focussed on maintaining and nurturing current relationships and identifying new funding partners
- Prepare funding and grant submissions and supporting financial reports
- Work collaboratively with volunteers to organize fundraising events and initiatives

Financial Management



Trust 15 is a Not-For-Profit & Registered Charity | *Registered Charitable #81388 5886 RR001*

"Your crown has already been bought and paid for. All you have to do is wear it."

- Operate with a fiscally responsible mindset by upholding financial controls and effectively managing revenue and expenses
- Prepare, review and present quarterly and annual financial reports to stakeholders
- Manage relationships with financial institutions and vendors, reconcile bank statements, and ensure that all payments are made in a timely manner

Key Success Factors

- Post-secondary education in a business-related discipline or equivalent experience
- 3 to 5 years experience managing sponsorship partners and supporting fundraising initiatives
- 3 to 5 years experience leading and managing staff/volunteers in the non-profit or charity sector
- Strong Proficiency in Microsoft Office with a focus in Excel and PowerPoint
- Proven experience developing and delivering executive-friendly presentations and reports
- Strategic thinker who can work through complex business problems and provide solutions
- Creative mind that can think differently to deliver results across a variety of business disciplines
- Strong verbal and written communication and presentation skills
- Influential people-leader with a strong ability to build trust and develop lasting relationships
- Proven experience leading a community program with direct financial accountability

Working Conditions

- Office environment
- Approximately 30 hours per week

Interested applicants are invited to submit their resume & covering letter ASAP to: dsheriff@rogers.com

Applications will be accepted only through the above e-mail address.

Our agency embraces diversity and encourages all qualified candidates to apply.

Closing date is Wednesday, September 15th, 2021 at 5p.m.

We thank all applicants for their interest in our agency, however only those selected for an interview will be contacted.



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