



The NBCC Foundation Inc.
Support Achievement!

La Fondation du CCNB Inc.
Soutenons la réussite!

Executive Director (Part-time; 18 hours per week)

Competition # 18-6860-025

Location: Foundation Office - Fredericton

The Foundation is currently seeking a dynamic and competent individual for the position of **Executive Director**. The Foundation is an independent, private corporation, managed by a Board of Trustees consisting of individuals with an interest in supporting public College students in New Brunswick.

Reporting to the Board of Trustees, the Executive Director oversees the operations of the Foundation. Specific responsibilities include:

- Support of Board governance, including managing the Foundation in a way that guides the Foundation's vision as defined by the Board of Trustees; organizing Board meeting schedules and agendas; and communicating effectively with the Board with timely, accurate information;
- Financial performance and viability, including accountability for the fiscal integrity of the Foundation through the submission of the annual budget and financial statements; maintenance of the organization's positive financial position; and through compliance with all regulatory reporting to external agencies;
- Organizational operations, including management of human resources; compliance with applicable by-laws; continued development and implementation of technology related to the operation of the Foundation, including the maintenance of the Foundation's website; and attendance at events on behalf of the Foundation.

Required qualifications for this opportunity include a university degree with a minimum of six (6) years of relevant experience; or a two-year diploma with a minimum of eight (8) years of relevant experience. Relevant experience may include professional work in charitable fund and non-profit management; in supporting Board governance; and in philanthropic oversight. Applicants must demonstrate knowledge of investment management; familiarity with the organizations supported by the Foundation (NBCC, CCNB and NBCCD); and knowledge of the socio-political landscape in New Brunswick. **Candidates must clearly demonstrate how they meet these qualifications in their applications.**

Written and spoken competence in both official languages is required.

Other combinations of education and experience may be considered as equivalent. Subject to competition response, the minimum qualifications may be raised.

Salary is negotiable subject to the resources of the Foundation.

All applicants must be eligible to work in Canada at the time of application. This competition may be used to fill future vacancies at the same level. We promote an equal opportunity work environment.

All interested candidates must submit a detailed application and resume, indicating the competition number, by **October 15, 2018 at midnight**.

https://jobs.careerbeacon.com/apply/1494242?utm_source=careerbeacon