



Executive Director

Saskatoon

Part-time Permanent

The Organization:

As a federally registered charity, the Secret Santa Foundation has been providing for families in need at Christmas for 38 years. Founded in 1983 by late radio personality Denny Carr, the Secret Santa Foundation provides new toys, books and food hampers to a minimum of 800 families each Christmas season. Secret Santa's program is completely funded through the generous support of donors in the community to support children and families in need.

Position Summary:

The Secret Santa Foundation is seeking an **Executive Director**. Reporting to a volunteer Board of Directors, the Executive Director is responsible for the overall management and leadership of the Secret Santa Foundation and annualized campaign. This is a part-time, seasonal position with some work being completed remotely.

The Executive Director will have specific accountabilities that are aligned to the strategic direction of the Board of Directors in order to support the achievement of a successful annualized campaign. Some of the responsibilities and accountabilities are:

- Develop, maintain and operationalize all communication functions for the Foundation including content strategies and editorial processes for all digital platforms.
- Media relations including writing and distributing media releases, acting as spokesperson for the Foundation, media interviews, fielding inquiries.
- Attend internal and external events as required to increase public awareness and act as ambassador for the Foundation.
- Plan, coordinate and execute campaign events.
- Plan, identify and cultivate fund development opportunities in order to achieve the revenue goals for the Foundation.
- Establish strategies to secure corporate sponsorships, donations and other sources of revenue including fundraising events and third party events.

- Lead, develop and implement all fundraising and community engagement activities.
- Build, sustain and steward relationships with donors, partners, community, grant funders and other stakeholders.
- Recruit and maintain volunteer base in addition to steward relationships with volunteers through engagement and recognition.
- Manage budgeting functions and work collaboratively with Foundation Treasurer on accounting functions, receipting and reporting.
- Procure and manage assets including distribution site and facilities.
- Must be flexible to work evenings and weekends in order to perform duties.

Education and Experience

- University undergraduate degree or equivalent in a related area
- Minimum of 2 to 3 years related experience in a non-profit setting would be an asset
- Valid Class 5 Drivers License

Skills & Abilities

- Demonstrated competence in verbal, written and computer based communication styles
- Excellent working knowledge of digital marketing, social media platforms and practices
- Excellent presentation and public speaking skills
- Ability to lead, work independently without supervision, be a self-starter and multi-task as priorities change
- Excellent analytical, creativity and innovative thinking skills
- Working knowledge of event planning
- Experience with grant application/writing is an asset
- Effectively manages time and priorities with attention to detail in a fast-paced environment
- Demonstrates integrity, honesty, teamwork and genuine concern for others
- Emotionally mature, self-motivated professional with executive presence and strong work ethic

We would ask interested candidates to please send their resume and letter of interest to the attention of *Selection Committee* at contact@saskatoonsecretsanta.ca no later than **July 30, 2021**.

Secret Santa Foundation wishes to thank all applicants for their interest in this position, only those selected for an interview will be contacted.