

# Job Description Vulcan County Health and Wellness Foundation – Executive Administrator

## OVERVIEW

The Executive Administrator is a member of the Vulcan County Health & Wellness Foundation (VCH&WF) team. The Executive Administrator is responsible for the day-to-day operations of the VCH&WF. As the job title suggests, the Executive Administrator manages the administrative, operational, fundraising, and supportive functions of the Foundation.

The Job Description for the Vulcan County Health & Wellness Foundation's Executive Administrator includes, but is not limited to, the following:

- administrative and operational responsibilities; day-to-day financial tasks; program development; special event coordination; fundraising; marketing; as well as external (community) and internal communications with the Foundation's Executive and Board.

The Executive Administrator reports directly to the Executive Committee of the VCH&WF.

## ADMINISTRATIVE RESPONSIBILITIES

1. Communicates, on a regular basis, with the Foundation's Executive as well as with members of the Board.
2. Assists the Board in the development and implementation of the Foundation's Policies and Procedures.
3. Reviews and maintains operational policies, practices, and procedures of the Foundation.
4. Manages and enhances systems that allow for efficiency and smooth function of the Foundation's operations, ensuring compliance with established policies and procedures.
5. Manages all aspects of office administration and works with the Foundation's Treasurer as well as with any contractor(s), to ensure all required financial documents are completed.
6. Arranges and attends board and committee meetings/activities and completes all banking activities including deposits, and issue of receipts.
7. Oversees any work done by any individual appointed, contracted, or employed by the Board to assist the Executive Administrator.

## FINANCIAL RESPONSIBILITIES

1. Organizes finance meetings with the Executive Committee of the Board, if required.
2. Assists the Foundation's Executive Committee by preparing and reporting on the Foundation's annual budget.
3. Ensures financial statements have been prepared and are made available for Board members prior to the Board's regular meetings.

4. Delivers the "books" to the Foundation's accountant allowing time for the accountant to prepare a full financial statement prior to the Foundation's Annual General Meeting in June. Picks up the "books" and prepared financial statements from the accountant in time for the Annual General Meeting.
5. Completes and manages AGLC reports and forms for the following:
  - Completes license applications for all Raffles and Casino
  - Prepares Casino reports and organizes the casino two-day fundraiser in Calgary (approximately every three years)
  - Manages the Foundation's Casino bank account
  - Purchases the Liquor License for all fundraising events and ensures that all persons serving alcoholic beverages at any Foundation sponsored events are licensed under the AGLC's Pro-Serve program

## EXTERNAL AND INTERNAL COMMUNICATIONS RESPONSIBILITIES

1. Develops and implements a marketing plan designed to increase the Foundation's profile in the community.
2. Ensures quality and timely communication so that the members of the general public and donors engage in a relationship of commitment and trust with VCH&WF.
3. Maintains an up-to-date media list; distributes press releases and information to the media in appropriate and timely fashion.
4. Ensures that all Foundation correspondence, reports and publications meet Foundation standards for accuracy and style prior to final release as per the Foundation's Communication Policies.
5. Updates the Foundation's Digital Wall, website and social media (including Facebook, Twitter, and Snapchat) sites on a regular basis.
6. Develops donor stories and videos for the web site and Digital Wall ensuring adherence to donor recognition guidelines.
7. Produces or supervises the production of documents, publications, signage, and presentations that build awareness of the Foundation's initiatives and activities as part of the Foundation's marketing plan.

## PROGRAM DEVELOPMENT AND IMPLEMENTATION RESPONSIBILITIES

1. Ensures that all program activities operate within guidelines outlined in Vulcan County Health & Wellness Foundation's policies and procedures.
2. From time to time, corporations or members of the general public may approach the Board members or the Foundation's staff with an idea for raising funds for Foundation. The Executive Administrator may evaluate each program and will provide the Board with a report summarizing the program. This report should include reference to how each event/program/fundraising initiative helps the Board to achieve specific Goals and/or Objectives.
3. Updates the current donor list using *Donor Perfect* software
4. Expands the list of potential individual and corporate donors.

5. Expands the list of core volunteers to assist with the planning/running of events and to assist with communications.
6. Develops a VCH&WF Ambassador Program to help engage more members of the general public in the Foundation's programs and initiatives.

## **SPECIAL EVENT RESPONSIBILITIES**

1. Ensures all special events operate within guidelines outlined in Vulcan County Health & Wellness Foundation's policies and procedures.
2. Oversees the planning, organizing, marketing, and running of all special events, including recruiting volunteers when required.
3. Evaluates each special event and provides the Board with a report summarizing the event. The report should include suggestions for improving each event should a similar one be held in the future.

## **FUNDRAISING RESPONSIBILITIES**

1. Coordinates all Foundation fundraising initiatives.
2. Builds a relationship with donors to increase donor revenues to VCH&WF through a variety of strategies and activities.
3. Uses proven research skills and techniques, along with the help and support members of the Foundation's Board, to develop a Strategic Fundraising Plan for the Foundation.
  - This strategic plan will incorporate existing fundraising initiatives as well as identifying new fundraising strategies.
  - The strategies will focus on all donor constituencies including the regional agricultural community, regional corporations and their corporate head offices, individuals living in Vulcan County, as well as government and non-government agencies through grants.
  - The strategic plan will include strategies to raise awareness of the importance of including a charitable gift in the estate planning process.
  - The strategic plan will include an Action component. Suggested headings for the Action component of the strategic plan include: Action; Activities; Timeline; Individual(s)

## **DESIRED KNOWLEDGE, ABILITIES, AND SKILLS**

1. Excellent communication skills, both written and verbal.
2. Excellent networking and interpersonal skills.
3. Ability to organize your workload, set priorities, and manage multiple tasks.
4. Flexible, outgoing team player, adaptable to change and who can interact effectively and work collaboratively with Foundation staff members, members of the Board, volunteers, as well as with members of the general public.
5. Proven strategic, creative, and innovative abilities to achieve financial targets.
6. Excellent presentation and research skills.
7. Proficiency in Microsoft Office is required. Having experience with desktop publishing, graphic software. and databases would be considered as an asset.

8. A keen interest in helping the Foundation's Board to achieve their goals and objectives is a must.
9. Familiarity with current provincial health and wellness directions and issues pertinent to Vulcan County.
10. Knowledge and adherence to professional and ethical standards for fundraising.
11. Ability to develop and execute a strategic fundraising plan.

## **DESIRED PERSONAL QUALITIES**

1. Enthusiastic attitude to improve health care and wellness standards in our community.
2. Self-starter/ takes initiative with ability to adapt plans to ensure objectives are achieved.
3. Energy and drive
4. Commitment
5. Flexible

## **EDUCATION AND EXPERIENCE**

1. Relevant education and/or experience in this area would be an asset.

## **COMPENSATION**

Compensation will be determined by the Foundation's Finance Committee and will be dependent upon the successful candidate's education and/or relevant experience.

## **VULCAN COUNTY HEALTH & WELLNESS POLICIES AND PROCEDURES MANUAL**

The Executive Administrator is governed by all relevant policies and procedures outline in the Vulcan County Health & Wellness Policies and Procedures Manual and, in particular, Section 4: Human Resources Policies and Procedures. The policies in this section include the Foundation's termination/resignation procedures.

## **RESUME, COVER LETTER, AND CRIMINAL RECORD CHECK**

Please submit your Resume, Cover Letter, and a current Criminal Record Check to the Vulcan County Health and Wellness Foundation

- By mail to: Box 28, Vulcan, AB T0L 2B0
- Or in person: 110-1st Avenue South (Rainbow Literacy Building) Vulcan, AB

## **COMPETITION CLOSES**

- Friday December 7, 2018 at 3:00 pm