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Columbia Valley Maker Space Society (CVMSS) Job Description

Position Title: Executive Director
Length of Term: Two years (no term limit)
Reports To: Entire Board of Directors

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility the CVMSS's programs, expansion, and execution of its mission. She or he will initially develop deep knowledge of field, core programs, operations, and business plans.

Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize the CVMSS volunteers, board members, event committees, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for both ongoing local operations as well as for the national rollout.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

Fundraising & Communications:

- Expand local revenue generating and fundraising activities to support existing program operations.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities.

Planning & New Business:

- Begin to build new partnerships, establishing relationships with the funders, and political and community leaders.
- Be an external presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication.

Qualifications

The ED will be thoroughly committed to the CVMSS's mission. All candidates should have proven leadership, coaching, and relationship management experience.

Desirable requirements include:

- Unwavering commitment to quality programs and program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a non-profit Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people

Time Demands (approximate):

- Attend and actively participate in at least 75% of board meetings and AGM (2 yearly board/AGM meetings, approximately 2 hours in length)
- Attend and actively participate in various events and activities, based on your availability. (expected to be a minimum of 8 hours, 1 weekend per month)
- Attend special events such as fundraisers and ground breaking ceremonies (2 fundraisers per year recommended)
- Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually)

Financial and Resource Development Expectations:

- Sell tickets to fundraising events
- Recruit sponsors, as needed
- Identify and cultivate potential donors