



Pueblito Canada

Job Description - Executive Director (80% position)

For 30 years, Pueblito has been helping the children of Latin America by safeguarding their rights, strengthening their communities and providing the essentials for health, education and nutrition. From its initial work in Costa Rica starting in 1974, Pueblito has evolved into a well respected international development agency dedicated to providing quality programs and services for children and youth in poor communities in Latin America .

Over the past 18 months, Pueblito has engage in an organizational renewal, involving its mandate, programs, membership, and the composition of both its Board and Staff. We are seeking to fill the recently-created position of Executive Director, whose primary role is to raise funds, strengthen partnerships and manage volunteers.

This is a one-year contractual position, beginning mid-August 2009, and will be evaluated for continuation during the latter part of the contract year.

QUALIFICATIONS:

- University degree in related field (Fundraising, Public Relations, Corporate Communications, Marketing)
- Minimum of five to seven years (successful) fundraising experience
- Experience in a senior management position involving leadership and supervising
- Demonstrated ability in corporate, foundation, community and individual giving campaigns
- Demonstrated ability to author and produce organizational newsletters
- Demonstrated experience in public relations, community relations and event planning
- Strong public speaking skills
- Computer literacy – proficiency in word processing, desktop publishing and internet use
- Sensitivity and ability to work with ethno-racial communities and groups
- Spanish language ability, and experience working in the international development sector, will be considered valuable assets.

DUTIES:

FUNDRAISING

Co-ordinate and implement the annual fundraising campaign to secure designated amounts of revenue, as outlined in the annual fundraising plan.

Lead individual fundraising campaigns, events and activities as outlined in the annual fundraising plan.

Steward all donors, including, individuals, organizations, foundations and government agencies.

Develop, implement and monitor a Donor Recognition plan

Research, design, implement and evaluate semi-annual direct mail campaigns.

Develop, implement and monitor a Planned Giving Program.

Prepare presentations and represent the organization to the public, funders, and designated constituencies as the need arises.

Attend all Fundraising Committee meetings and work with the committee to implement the annual fundraising plan

Prepare grant applications and other funding proposals or submissions as necessary.

In conjunction with the Treasurer, ensure that financial recording and reporting systems that meet generally accepted accounting standards are in place and current at all times.

PROGRAM

Carry out Pueblito's strategic plan.

Manage relationships between Pueblito and southern partners and ensure accurate and timely reporting to major funders including CIDA

COMMUNICATIONS

Design and distribute semi-annual newsletter and annual report to all stakeholders

Prepare an annual and ongoing roster of presentations to various organizations and groups to educate them about Pueblito and its particular needs.

VOLUNTEER MANAGEMENT

Responsible for recruitment, orientation, supervision and support of all volunteers.

Responsible to ensure volunteers who have contributed their time and skills are appropriately acknowledged

Maintain a record of all current and past volunteers including board members and hours contributed

SUPERVISION

Responsible for the supervision of the Office Administrator and any other staff designated by the Board of Directors.

Conduct probationary and annual performance evaluation for all employees under supervision

ADMINISTRATION

Ensure efficient management and maintenance of all fundraising correspondence, files, and records, as well as the fundraising database.

Ensure all acknowledgement letters and tax receipt are processed in accordance with current legislation, and the organization's requirements, policies and procedures.

Work toward the development and maintenance of positive staff and community relations

Prepare monthly activity reports for submission to Board of Directors

Submit any recommendations and suggestions which might enhance any area of operations of Pueblito.

CONTRACTURAL DETAILS

- a) This is a one-year, 80% contractual position (32 hours/week), beginning mid-August 2009, which will be evaluated for possible continuation during the latter part of the contract year.
- a) Weekly work schedule to be negotiated. Normally, work will be undertaken at the offices of Pueblito.
- b) Salary of \$40,000 is based on a pro-rated full-time figure of \$50,000.
- c) In addition to the statutory contributions, 5% of actual salary will be provided for health/etc benefits after a successful probationary period of 3 months. This amount may be contributed to a benefits package, or paid outright.
- d) A total of one paid sick day per month is included in this agreement, and may be accumulated up to a total of seven days.
- e) The period from December 24th to January 2nd inclusive is considered as paid holiday time (statutory holidays therein notwithstanding); in addition 3 further weeks paid vacation are included, to be taken at times negotiated with the board, following the first six months of employment.
- f) There will be a three-month probationary period, during which time the contract can be cancelled at any time without cause. Following the probationary period, the contract may be

terminated by either party with two weeks notice, or as an alternative for Pueblito, two weeks pay in lieu of notice.

- g) This position may involve some evening & weekend work. Where this occurs, equal lieu time will normally be taken during the ensuing two weeks, following consultation.

APPLICATION PROCEDURES

Please submit a covering letter and curriculum vita, together in one Word document, by e-mail only, to pueblitoposition@yahoo.ca. Deadline June 1st, 2009. Short-listed candidates will be contacted, and asked for names of references. For further information/questions about Pueblito and/or this position, please consult our website (www.pueblito.org) or e-mail to pueblitoposition@yahoo.ca.