

# Executive Director Opportunity Available

**Join a great team of volunteers.** The Kinsmen Foundation of BC is seeking a dedicated volunteer Executive Director (ED) to lead and advance our mission. This role requires a dynamic balance of strategic leadership and hands-on management to ensure the organization's continued success.

## Key Responsibilities:

- **Leadership & Vision** – Defining and guiding the organization's mission and long-term goals.
- **Financial Oversight** – Managing budgets and financial planning.
- **Board Collaboration** – Partnering with the Chair and Board of Directors to develop strategies and policies.
- **External Relations** – Representing the organization and building relationships with stakeholders, donors, and the community.
- **Strategic Planning** – Leading long-term initiatives to promote growth and sustainability.

## Additional Responsibilities, in part, include:

- Working closely with the Board Chair.
- Preparing cheques and maintaining financial records.
- Coordinating quarterly meeting agendas with the Chair and Secretary.
- Managing organizational correspondence.
- Collaborating with the Grants Committee.
- Working with a Chartered Professional Accountant to finalize annual financial statements.
- Ensuring compliance with BC Registry of Services for society updates.
- Maintaining charitable status by filing with the Canada Revenue Agency.
- Serving as the public face of the Foundation, including attending events on behalf of the Board.
- Assisting the Chair and Board in organizing the Annual General Meeting.
- Preparing the Annual Report.

Knowledge of Kin Canada is an asset.

**Please send your resume to John Meneghello: [JohnM@KinsmenFoundationOFBC.ca](mailto:JohnM@KinsmenFoundationOFBC.ca)**