

AVALANCHE CANADA FOUNDATION JOB POSTING

EXECUTIVE DIRECTOR

About the Avalanche Canada Foundation

The Avalanche Canada Foundation is a federally registered charity that supports the work of Avalanche Canada and research projects that facilitate public avalanche safety. Through donations, sponsorships, and fundraising events, the Avalanche Canada Foundation is united with its supporters by a single, simple mission — to prevent avalanche tragedies. Since 1999, the Avalanche Canada Foundation has been saving lives through its support of avalanche education and research. The Foundation is small, but its purpose is large.

The activities and operations of the Foundation have, up to this point, been run by a volunteer board of directors with the assistance of contractors.

The Foundation is seeking an experienced Executive Director (ED) to foster relationships with its supporters and achieve its fundraising goals. The ED will be responsible for the leadership, management, and fundraising functions of the organization.

This is a unique opportunity to play a critical role in the development and direction of the Foundation and make a difference through avalanche education and research.

Position Summary

Reporting to the board of directors, the ED will be responsible for the successful leadership of the organization, management of operations, and fundraising strategies.

The main areas of responsibility are:

- Administration of the Foundation
- Fundraising
- Public Relations
- Liaison with Avalanche Canada

The complete job description can be seen [here](#).

Essential Qualifications and Experience

- A university degree in an appropriate discipline.
- At least five years of experience in a leadership management role
- Financial literacy with proven experience
 - Budgeting, cash flow management
 - Knowledge of accounting principles
- Superior writing and communication skills
- Experience working with a not-for-profit and a board of directors
- Excellent computer skills and proficiency with Microsoft Office products
- Project management experience
- Experience organizing successful fundraising events

Desired Qualifications and Experience

- Master's degree
- Experience in public relations, communications, or media relations
- Experience writing grant and proposal writing
- Experience with sales/fundraising pipeline/revenue management and client management
- Experience with cloud databases, Google Docs, and cloud computing platforms
- Knowledge of the avalanche industry
- Ability to speak/write in French

The Position

This is a 20-hour per week (.5FTE) year-round salaried position with a possibility of growth. Twenty hours is the average since the number of hours per week will vary throughout the year.

The Avalanche Canada Foundation is an equal opportunity employer.

The Place

This is a remote work position, preferably located in a major centre in BC or Alberta.

Compensation

- Salary is between \$40 to \$60 per hour or \$41,600 to \$62,400 annually.
- A computer and cell phone allowance
- Extended health benefits paid by the employer, a shared contribution pension program, and other perks.

Need More Information

For more information on this position please contact Gilles Valade at gvalade@avalanche.ca

How to Apply

Your cover letter and resume must clearly demonstrate your experience related to the job requirements.

Please send your cover letter and your resume with three references to foundation@avalanche.ca.

Applications will be accepted until December 1, 2022.