

# Executive Director Job Description

The Voluntary Resource Council (VRC) was founded to strengthen communication and cooperation amongst the voluntary sector organizations on PEI. One of the main functions of the VRC is to provide services and facilities for voluntary groups with the objective of building organizational capacity. The Executive Director, as the manager of the VRC, attends to all operations of the organization from answering phone calls to supervising staff. The Executive Director is expected to have advanced administrative and communication skills, be productive and self-directed with minimal supervision and, above all, have a strong value for the voluntary sector.

## ***Administrative Services:***

- Provide administrative services to members as needed including printing, photocopying, scheduling, processing payments, maintaining records and digital files, as well as communications by phone, email and mail
- Complete tasks using Microsoft Office software, G Suite, CRM software and apps (i.e. Airtable), email marketing services (i.e. Mailchimp), and social media (i.e. Facebook, Instagram)
- Ensure members have access to services during regular office hours

## ***Communications:***

- Welcome individuals to the VRC and create an inclusive and hospitable environment
- Review administrative service needs with members
- Communicate with tenants of the VRC (and ensure tenants' issues are addressed)
- Communicate with media and make use of social media to advertise events, jobs, available office space
- Explore opportunities for networking and collaborate on projects with partner organizations
- Maintain regular communications with Board members (organize and attend monthly Board meetings, prepare reports, agendas and other supporting documents)
- Organize AGM
- Prepare a monthly newsletter (solicit submissions, seek out relevant events/news, distribute to members)

## ***Finances:***

- Maintain records
- Prepare payroll
- Review and pay all incoming invoices
- Prepare and make deposits
- Reconcile receipts
- Prepare annual budget

## ***Management of Social Enterprise (Escape Rooms):***

- Support Escape Room Manager with staff supervision and performance reviews
- Take bookings by phone and email
- Order supplies and equipment

***Funding:***

- Prepare applications and complete reports for federal, provincial and municipal grants
- Seek out funding opportunities as needed
- Plan fundraising events (working closely with Board members)

***Building Management:***

- Arrange regular maintenance including cleaning, snow clearing and spring clean-up
- Coordinate building and equipment repairs and maintenance as necessary
- Ensure the shared spaces at the VRC are kept clean and safe for staff, visitors, and tenants

***Duties as required***