

Executive Director Job Description

The Voluntary Resource Council (VRC) was founded to strengthen communication and cooperation within the Prince Edward Island's non-profit sector. One of the main functions of the VRC is to provide services and facilities for non-profit groups with the objective of supporting and building organizational capacity. The VRC owns and operates the Voluntary Resource Centre, which offers affordable office and meeting space to non-profit organizations.

The Executive Director, as the manager of the VRC, attends to all operations of the organization and building. They are expected to maintain a welcoming and accessible space for all members including those who are tenants in the building, respond to requests from member organizations, and ensure administrative services are delivered. They are also responsible for managing other staff, and finances. The ED reports to an elected Board of Directors.

The Executive Director is expected to have advanced administrative and communication skills, be comfortable working with minimal supervision and, above all, have first-hand knowledge of and respect for the value of a strong voluntary sector.

Administrative Services:

- Provide administrative services to members as needed, including printing, photocopying, scheduling and processing payments
- Respond to requests for services and information by phone, email, and mail (and in person)
- Ensure members and the public have access to the building during regular office hours
- Complete tasks using Microsoft Office software, G Suite and other apps (AirTable), email marketing services (i.e. MailChimp) and social media (FaceBook, Instagram)

Communications:

- Welcome individuals to the VRC and maintain an inclusive and hospitable environment
- Review administrative service needs with members
- Communicate regularly with building tenants
- Communicate with media about events and projects
- Maintain the VRC website and social media
- Explore opportunities for networking and collaborate on projects with partner organizations
- Maintain regular communications with Board members (organize and attend monthly Board meetings)
- Organize the Annual General Meeting for members
- Prepare and distribute a regular newsletter, soliciting submissions from member organizations

Finances:

- Provide the bookkeeper with invoices, payments, payroll, and other relevant financial information as needed
- Work with bookkeeper to ensure the following:
 - Financial documents/records are securely stored
 - Payroll is completed, including CRA remittances and T4
 - Review and payment of all incoming invoices
 - Bank deposits are made
 - Monthly reconciliation of expenses and income
 - Preparation of monthly financial reports

- o Preparation of an annual budget
- o Preparation of annual Charities Report

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 as needed

Funding:

- Prepare grant applications (federal, provincial, and municipal) and complete reports
- 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

Other Duties as required