

BARTENDERS BENEVOLENT FUND

For the Community. By the Community.

JOB TITLE:	Executive Director	POSITION TYPE	12-Month Contract
DEPARTMENT / GROUP:	Executive	SALARY:	\$60,000 / year
REPORTING TO:	Board of Directors	LOCATION:	Remote / Work From Home

APPLY TO:	info@bartendersbenevolentfund.ca
SUBJECT:	BBF Executive Director - [first and last name]
REQUIREMENTS:	Resume / CV, Statement of Interest

ABOUT THE BARTENDERS BENEVOLENT FUND

The Bartenders Benevolent Fund is a nationally registered non-profit supporting hospitality professionals in Canada. We provide funding for those who have fallen under serious financial hardship, and programming to elevate our industry and those within it. Since our inception, more than \$800,000 has been distributed to hospitality professionals in need.

JOB DESCRIPTION & RESPONSIBILITIES

The Bartenders Benevolent Fund seeks a passionate non-profit leader, with a skill for driving organizational success and empowering team members. Reporting to the Board of Directors, the Executive Director will manage a growing and impactful organization supporting hospitality professionals across Canada.

The Executive Director will work to advance the organization's capabilities, processes, and impact, all in an effort to ensure it is continually well-equipped to execute its mission.

EXECUTIVE LEADERSHIP AND ORGANIZATIONAL MANAGEMENT

- Provide thoughtful leadership that is inclusive, transparent, and empowering.
- Develop, in conjunction with the President and with input from the Board, a go-forward strategic plan for the organization.
- Oversee the day-to-day operations of the organization and its weekly funding cycle.

JOB DESCRIPTION - EXECUTIVE DIRECTOR

- Establish operational plans, goals and success metrics in collaboration with the Board, staff, and volunteer members.
- Organize and motivate team members to facilitate the advancement of the organization's programs and fundraising.
- Continually foster a culture that encourages collaboration and recognizes positive contributions.
- Take an active role in team member hiring, onboarding and, where applicable, compensation.
- Analyze the current technology infrastructure and scope out the next evolution of the organization's application and financial systems.

BOARD GOVERNANCE

- Lead Board meetings, providing reports and updates on the organization's status at bi-monthly Board meetings.
- Maintain ongoing and open communication with the Board, and its committees, to build strong relationships while ensuring deliverables are met.
- Implement Board policies and procedures and build support for Board decisions amongst team members.

DEVELOPMENT AND FUNDRAISING

- Drive the development of a fundraising plan, in collaboration with the Programming, Partnership and Creative Directors, and lead its execution leveraging the Board as needed.
- Initiate and foster relationships with the organization's corporate sponsors.
- Support the development of a programming strategy, in partnership with the Programming Director and others.
- Develop quarterly reports, in partnership with Communications, Creative and Operations Directors.

FINANCIAL MANAGEMENT AND ADMINISTRATION

- Provide strategic leadership and management for the administrative and operational functions of the organization in accordance with the mission, objectives, and policies.
- Work with the Finance Committee to build and administer the annual operating budget, with Board approval.
- Manage all financials within budget guidelines and maintain healthy cash flow and adequate reserves.
- Assume responsibility for the fiscal integrity of the organization.
- Support the Accountant through our fiscal year end and annual audit.

EXTERNAL RELATIONS AND COMMUNICATIONS

- Represent the organization and serve as chief spokesperson for any media opportunities (supported by select Board members).
- Present and promote the organization and its mission, programs, partners, and members in a consistently positive manner.

JOB DESCRIPTION - EXECUTIVE DIRECTOR

- Collaborate with the Communications and Creative Directors, and Social Media and PR and Marketing Committees on the organization's marketing and public relations.

QUALIFICATION PREFERENCES

- Two years nonprofit management experience
- Previous experience in the hospitality industry an asset.
- Understanding of, and experience with, capacity building programs.
- Supervisory and personnel experience.
- Evidence of commitment to missions of the nonprofit sector.

The Bartenders Benevolent Fund is an equal opportunity employer, we value diversity of experience, background and ability. We encourage applications from qualified candidates from visible and invisible minority group members, women, Indigenous persons, persons with disabilities, persons across the spectrum of sexual orientation and gender identities, and others with the skills and knowledge to productively engage with diverse communities. We are committed to hiring on merit and to removing barriers in employment policies.