

Banting Research Foundation

Executive Director Position Description

Position (Part-time, 4 days a week ~ 28 h)

The Executive Director, reporting to the Board of Trustees of the Foundation through and working closely with the Chair of the Board, is responsible for achievement of the Foundation's strategic and operational objectives.

Duties and Responsibilities

Executive Leadership and Management

- Executes policies and decisions of the Board of Trustees, and implements strategic goals, objectives and initiatives of the Foundation.
- Reports progress on operations and initiatives of the Foundation to the Board.
- Prepares the Annual Report, highlighting the Foundation's finances, grant funding, fundraising and general activities.
- Works with the Board's relevant committees to prepare marketing and promotional materials to raise the profile of the Foundation in the scientific and philanthropic communities.
- Presents a strong positive image of the mission, programs, products and services provided by the Foundation to the Canadian academic and scientific community, potential partners and donors, and other stakeholders.
- Communicates on behalf of the Foundation with the Governing Council of the University of Toronto, the University of Toronto Alumni Association, financial advisors, research offices of Canadian universities and research institutes, donors, and members of the community.
- Engages, directs and supports fundraising initiatives of the Board including events planning and execution.
- Monitors legislative, fiscal, logistical, and environmental issues that may impact upon the Foundation's mission and activities as a registered charity.
- Manages the public profile of the Foundation through the development and timely updating of the website, social media, and other forms of communication.

Grant Program Management

- Works with the Chair and Vice-Chair (Scientific Officer) of the Grant Review Panel to update annually the grant application process.
- Corresponds with potential applicants to advise about eligibility.
- Receives applications and distributes same to grant reviewers.
- Organizes the grant review meeting(s).
- Corresponds with grant recipients and institutional research finance officers, and issues quarterly grant payments.
- Manages the grants database.

Financial

- Prepares an annual budget for Board approval.
- Manages the Foundation Office and other operations within the approved budget with fiscal prudence.
- Handles day-to-day banking, bill payment, and record keeping.
- Prepares financial records on a quarterly basis for accounting purposes.
- Prepares all necessary records for annual audit and all follow up for satisfactory completion.
- Issues official donation receipts for charitable donations.

Fund-Raising Management

- Assists the Campaign Cabinet Chair and members to contact potential partners and assist in communication about the opportunity for funding new awards
- Prepares draft donation agreements according to policy and communicates directly with donors about the procedure and policies for donation to the Foundation
- Follows up with partners and donors with respect to their pledged gifts
- Tracks all information about donor relationships and provides timely reports to the partners and donors

Administrative

- Arranges meetings of the Board of Trustees and its committees.
- Prepares and disseminates meeting minutes, and maintains physical and electronic records of the Foundation.
- Provides administrative support as necessary to the Board of Trustees and its Committees.
- Submits forms and reports as necessary to federal and provincial government offices.
- Maintains good working relations with the University of Toronto archivist responsible for the records of the Foundation in the custody of the University.
- Manages, collates, organizes, and stores for regulatory and for archival purposes the Foundation's minutes, documents, records, and related objects, artifacts and chattels.
- Adheres to codes of professional conduct administered by the University of Toronto
- Works principally in on-campus (University of Toronto) office

Qualifications

- Master's degree, or higher level education (Bachelors + MBA equivalent to Master's degree)
- Demonstrates effectiveness in accomplishing a variety of tasks without supporting secretariat and other administrative infrastructure
- Experience in not-for-profit/charity management
- Proficiency in website content management and social media
- Knowledge of and experience in corporate financial management
- Knowledge of fundraising administrative procedures

Contact

- info@bantingresearchfoundation.ca