

DRAFT POSITION PROFILE
President and Chief Executive Officer
CALGARY EDUCATIONAL PARTNERSHIP FOUNDATION

ORGANIZATION OVERVIEW

Founded in 1991, the Calgary Educational Partnership Foundation (CEPF) was established as a non-profit organization to provide support for the students and teachers in Calgary and surrounding area. The CEPF is involved in diversity of curriculum enhancing programs which involve over 300 businesses and organizations, 170,000 students and six school districts. The Mission of the Foundation is *“to enhance student learning opportunities by facilitating dynamic partnerships among business, educators, government and school communities”*.

The Foundation has built an international reputation based upon the values it represents:

STUDENTS COME FIRST - We believe in the potential of every student and the importance of their future. We support our public school districts in their goal for success for each and every student.

WE VALUE THE INDIVIDUAL - We celebrate individualism and believe in supporting the development of the whole person.

WE CELEBRATE DIVERSITY - We recognize the uniqueness and strengths that are inherent in our diverse community.

PUBLIC EDUCATION IS VITAL - We believe public education is essential for a vibrant democracy and can effectively meet the needs of our young people.

COMMUNITY COLLABORATION - We believe that student learning can be further supported through partnerships, relationships and opportunities developed in collaboration and consultation with the school districts, business, government, Treaty 7 and the greater community.

CORPORATE SOCIAL RESPONSIBILITY - we believe business is taking an increasing role and interest in social initiatives and through community partnerships, can make a meaningful difference in the lives of students.

THE ROLE

Reporting to the Board of Governors, the President and CEO supports the Board in developing strategy and policy consistent with the mission of the Foundation. He or she is also responsible for the effective operation of the Foundation, for implementing the strategies and policies established by the Board and for ensuring the development and achievement of a high level of awareness and understanding of public education, in collaboration with CEPF key partners.

The President and CEO will liaise with the stakeholder groups, including both business and education, to ensure that the Foundation is aware of the needs and priorities of each of its partners and on an ongoing basis, adjusts accordingly the program support offered by the Foundation.

REPORTING RELATIONSHIPS

Reports to: Board of Governors

Direct Reports: Community Program Specialist
Community Resource Specialist & Fund Development

KEY ACCOUNTABILITIES

General Operations of the Foundation

- Ensures fulfillment of the CEPF's vision and mandate.
- Directs the formulation of the CEPF's strategic business plans and annual operating budgets.
- Oversees the design and completion of the annual results report, integrated with the Foundation's strategic plan.
- Directs activities relating to the preparation, Board approval, and monitoring of financing and expenditures of the Foundation.
- Ensures safekeeping of all assets under the Foundation's management and oversees accurate record-keeping practices.
- Manages the ongoing design and presentation of financial statements, quarterly reports and other statistical information and ensures timely completion of the annual audit.
- Develops sound operating policies and procedures that support the CEPF's activities.

Community Leadership and Marketing

- Represents the foundation on behalf of the Board with various levels of government, business and public organizations or educational forums.
- Works closely with other community, provincial and national organizations to encourage joint representations to government or funding agencies on issues of mutual interest.
- Supports the work of volunteer communities in bringing community expertise to the Foundation's resource acquisition process.
- Increases awareness of the Foundation by developing effective relationships with local media and other external communication mechanisms such as brochures, press releases, and special events.
- Promotes the activities of the Foundation through presentations, involvement in activities and media relations.
- Works collaboratively to develop and enhance partnerships through which public education can be promoted.

Fund Development

- Develops and recommends strategic and creative fundraising initiatives for approval by the Board and ensures that these initiatives enhance the credibility and integrity of the foundation.
- Takes a proactive lead in mobilizing financial and non-financial resources, in collaboration with funders, agency leaders, community development specialists and other community leaders.

- Takes a leadership role to ensure the effective coordination of programs and appropriate collaboration between funders.
- Develops and maintains effective relationships with all funding agencies and donors.

Management of Foundation Staff

- Directs the day to day administration of the Foundation and supervises staff...
- Assists staff in maintaining effective working relationships with the Board, patrons, donors, outside agencies, businesses and the public.
- Leads staff selection and appointments, conducts evaluations and initiates promotions, terminations, or other disciplinary actions.
- Encourages staff to continually develop their knowledge of good business practices through training, courses, and seminars.
- Provides leadership to foster staff morale establishes standards of performance and monitors work productivity and development.

Board Relations

- Supports the Board in decision-making, planning and establishment of strategic objectives and initiatives, and the formulation of operational policies.
- Discusses emerging and high-priority needs of both business and education with the Board in order to identify ways in which the Foundation can assist in addressing these issues.
- Ensures that the members of the Board have all the relevant information necessary to discharge their governance responsibilities.
- Reports regularly to the Board and its committees on the activities of the Foundation and its financial and operational status including quarterly budget status reports, etc.
- Attends all Board or committee meetings as required.

CANDIDATE PROFILE

- Undergraduate degree with related experience in community relationship development.
- Demonstrable support of public education
- Excellent knowledge of funding agencies, volunteer groups and donor profiles in the community.
- Proven leadership in establishing collaborative and effective working relationships with both internal and external groups.
- Demonstrated organizational, planning, project management and marketing skills.
- Proven record of accomplishment in fundraising.
- Ability to engage effectively with stakeholders.
- Public speaking experience including presentations to donors, community leaders and educational leaders.
- Experience interacting and building relationships with the Chair and other members of a Board of Directors.
- Superior verbal, interpersonal and written communication skills.

CHARACTERISTICS

- Visionary leader with a strategic focus.
- Ability to be the face and voice of an organization.
- Exceptional relationship and partnership building skills.
- Passion for citizen engagement and knowledge of public education issues.
- Sound knowledge of marketing and its role in the not-for-profit industry.
- Well organized, innovative and creative.
- Personable and energetic.
- Team player.
- Motivator of people, capable of building and sustaining a strong staff team through coaching, mentoring and human resources.
- Proven ability to execute responsibilities with limited direction beyond that provided through defined Board processes and plans
- Self motivated by nature

FOR ADDITIONAL INFORMATION

- www.cepfoundation.com