



Westland Foundation

"Empowering Inner-Winnipeg Youth Through Education"

The Westland Foundation raises scholarship funds for inner-Winnipeg students. Our mission is to create a better way of life for inner-Winnipeg communities by increasing access to post-secondary education.

The Westland Foundation has an opening for an Executive Director to help advance its mission and mandate. If you are a motivated, multitalented, and an experienced fundraiser with a passion for supporting your community, we want to hear from you.

Join the Westland Foundation during this exciting time of growth!

Job Opening: Executive Director

Salary: Depending on Qualifications

Job type: Full-time

Application deadline – July 31, 2024

Qualifications

- Post-secondary school (Preferred)
- Management: 3 years (Preferred)
- Ability to work independently and complete tasks
- Reliable self-starter, who is organized, detail-oriented, and able to work competently and efficiently with minimal supervision
- Ability to work with youth

Full Job Description

Summary:

Responsible for overseeing all administrative and management responsibilities of the Westland Foundation, including fundraising and communications critical to event coordination. Reports directly to the Foundation's President.

Essential Duties and Responsibilities

Administrative

- Preparation of Agenda, Committee Reports, and any correspondence required for all meetings, including Board and Committee Meetings
- Attendance at all committee and Board Meetings
- Review and preparation of all minutes of meetings

Honorary Board

The Honourable
Greg Selinger
The Honourable
W. Yvon Dumont,
O.M.

The Honourable
Gary Filmon, P.C.,
O.C., O.M.

The Honourable Dr.
Jon Gerrard, P.C.
The Honourable
Raymond E. Wyant
Carol Bellringer
Dr. Jennifer L.
Schulz

Dr. Glen McCabe
James E. Cohen
Elba Haid
Jack Lazarek
Ellen Olfert
Mike Pagtakhan
Susan Thompson,
LLD; OM
Brandon Trask

Directors & Officers

John Prystanski,
President

Bev Harasymuk,
Vice - President

Allen Harasymuk,
Treasurer

Ian Clunie,
Secretary

Kathe Meseman,
Director

Walter Silicz,
Director

Adam Smoluk
Director

Past Presidents

David Shorthill
William Pritchard
Philip Burns

Unit 68111, RPO Osborne Village Winnipeg, Manitoba R3L 2V9

www.westlandfoundation.ca

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- Provide resource and support to the President and the Board and all its committees and assists in Board recruitment and orientation
- General office and administrative duties including acting as main contact for any Westland Foundation information, efficient handling of all correspondence, including mailings to membership, city, province and partner organizations
- Representing the Westland Foundation at respective partner organization meetings
- Update database with all new donors
- Research and propose to the Board of Directors any potential sources of revenue through grants, fundraising, government programs etc.
- Write grant and sponsorship applications, draft case for support documents, create and manage proposals/submissions
- Execute fundraising plans
- Conduct joint preparation of the annual budget, in consultation with the Board of Directors and its committees
- Planning of the Annual General Meeting, including venue, invitations, notice packages, assistance with new Board Member recruitment, Board Member bios, etc. as required annually
- Maintains all organizational files (electronic or hard copy), in a safe and secure environment. Files are to be kept current and well-organized and accessible

Marketing and Promotion

1. Media relations including press releases
2. Composition, printing and distribution of the newsletter
3. Website maintenance and updates, including but not limited to the following:
 - a. Membership updates
 - b. Current events and scholars' spotlights
 - c. Blogging or social media if required
 - d. Domain registration/maintenance
 - e. Oversee Social Media Marketing

Supervisory & Managerial Responsibilities

- Prepares work schedules in accordance to Grant monies received or applied for
- Oversee the work of all contractors and sub-contractors of the Westland Foundation
- Ensure all necessary agreements are in place before the commencement of work

Qualification Requirements:

To perform this position to the satisfaction of the Board of Directors, an individual must have the ability to perform all the duties set forth in the position description. The corresponding knowledge, skills and abilities are identified below:

Education and/or Experience

- Post-secondary education in management or management experience equal to a minimum of 3 years (preferred)

Language and Communication

- Ability to read and write correspondence, reports, budgets and proposals in a well-formatted manner pursuant to business writing practices
- Ability to network, and communicate effectively to professionals and government agencies about the programs, benefits, needs and requirements of the Westland Foundation

Mathematical and Accounting

- Ability to keep records and be organized in a professional workplace dynamic
- Basic numerical calculations

Computer, Technology, Websites and Social Media

- Basic computer use including a good working knowledge of Microsoft Office
- Knowledge of Simply WordPress, HTML, InDesign is an asset

Physical Demands

- While performing the tasks of this position, the individual will be required to perform certain functions that will require a level of physical fitness commensurate to those duties. Those tasks could include but are not limited to heavy lifting more than 30 pounds, walking, while carrying extra weight

Additional Requirements

- Valid driver's license and use of vehicle
- Criminal Record Check & Child Abuse Registry Check
- Interviewed candidates will be required to submit writing samples

Ability to commute/relocate:

- Winnipeg, MB: reliably commute or plan to relocate before starting work (required)

The Foundation encourages its past WFEF scholarship recipients and its volunteers to apply.

Please submit your resume and cover letter in a PDF to **John Prystanski** at jmp@prystanski.com.