



Job Posting: Executive Director (Part-Time)

Organization: Muskoka Community Foundation

Location: Muskoka, Ontario – Remote (Home Office) with travel throughout District

Hours: Part-time (25 hours per week)

Compensation: Starting at \$30,000/annum

Benefits: 3 weeks vacation

Application Deadline: May 31, 2025

Start Date: June 30, 2025

About Us

The Muskoka Community Foundation (MCF) is a charitable organization based in the Muskoka District of Ontario. Its mission is to connect donors with community causes, supporting local charities and nonprofits through grants, supporting healthcare, environmental, educational, and other causes. MCF helps individuals, families, and organizations create lasting legacies through endowment funds, ensuring that philanthropic contributions continue to support the community well into the future.

Position Overview

Reporting to the Board of Directors, the Executive Director is responsible for the day-to-day management of the organization, stakeholder engagement, financial oversight, and program execution. This is a part-time role, requiring approximately 25 hours per week, with flexibility in scheduling.

Key Responsibilities

- Support the Board in developing and implementing MCF's strategic goals, policies, and action plans.
 - Oversee all administrative functions and coordinate day-to-day operations.
 - Build and maintain relationships with donors, volunteers, community partners, and charitable organizations.
 - Ensure compliance with Canada Revenue Agency (CRA) regulations and reporting.
 - Facilitate Board and committee operations, including attending meetings and coordinating grant programs.
 - Collaborate with the Treasurer and Bookkeeper to prepare budgets, financial reports, and year-end filings.
 - Guide fund development, including donor support, fund agreements, and investment coordination.
 - Work with the contract Communications Manager to promote MCF's mission and activities.
 - Plan and execute special events, fundraising initiatives, and community outreach programs.
 - Represent MCF with professionalism across a wide range of community and stakeholder engagements.
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Qualifications

- Strong interpersonal skills and a polished, professional presence.
- Proven ability to manage multiple priorities and meet deadlines.
- Ability to work independently from a home office environment
- Strong financial management skills, including budgeting and financial reporting.
- Marketing and communications experience, including media and public relations.
- Strong leadership and volunteer management capabilities.
- Post-secondary education in Business, Administration, or a related field (or equivalent experience).
- Mid-level administrative experience is an asset, preferably in the non-profit sector.
- Access to reliable transportation.

Why Join Us?

This is an opportunity to play a pivotal role in a respected community organization, helping to shape its future and extend its impact. You'll work alongside passionate volunteers, generous donors, and dedicated community leaders. Applicants should be aware that there is seasonal fluctuation to the workload, with the summer months being the lightest. It is the intention of the Foundation to increase the hours and compensation for this position as the funds under management grow over time.

How to Apply

Please submit your resume and a brief cover letter outlining your interest and relevant experience to ruth.nishikawa@muskokacommunityfoundation.ca

We thank all applicants for their interest; only those selected for an interview will be contacted.