



## **JOB POSTING EXECUTIVE DIRECTOR – PART TIME**

Compensation: \$32 to \$35 per hour/ up to 25 hrs/week (hybrid on-site/remote)

Huronia Community Foundation (HCF) is a charitable, public foundation with the goal of enhancing the quality of life for people in North Simcoe by connecting the charitable goals of a caring community with local causes.

HCF is looking for an experienced, enthusiastic, community minded leader and local spokesperson to be its new Executive Director (ED). The ED establishes and sustains a culture respecting the values of the organization and champions HCF's strategic plan and advancing the Foundation's three pillars to: Transform Leadership, Inspire Community Impact, and Grow Donor Services while managing core administrative responsibilities.

The Executive Director provides overall accountability and leadership of all operational activities and will:

- Be an effective manager overseeing all operational activities including financial reports and legislative requirements
- Proactively identify and implement strategies to advance fund development and partnership growth
- Oversee stewardship of existing Funds
- Develop marketing, public relations and communications plans to attract donors, grant recipients and others
- Act as the key bridge between donors, grantees, and the Board

### **QUALIFICATIONS AND SKILLS**

- Minimum 5 years' philanthropic experience or transferable private sector skills paired with extensive involvement as a volunteer in the sector
- College or University degree preferred
- Management experience in a charitable organization an asset
- Proven capacity to work independently in a self-directed manner
- Ability to collaborate effectively with a wide range of partners and stakeholders
- Highly developed leadership, interpersonal and communication skills, including creating engaging public presentations
- Demonstrated success in fund development or sales environment
- Ability to think strategically, set priorities and plans to achieve goals
- Proven ability in problem-solving and innovative thinking; able to succeed in a complex and ambiguous environment
- Financial literacy and experience in managing budgets and interpreting financial reports
- Brings a solid knowledge of various computer technologies and social media channels

Please send your resume and cover letter by **April 24, 2026** to HCF Recruitment Committee c/o Marilyn Hughes at email: [Marilynh@huroniacf.com](mailto:Marilynh@huroniacf.com)

Although we appreciate of all those who express an interest in the Executive Director position, only those selected for an interview will be contacted.