

Executive Director, Red Canoe Foundation

The Red Canoe Foundation (RCF) is a new philanthropic organization whose mission is to provide youth access to transformative wilderness experiences. The Board of the RCF is excited to announce that we are making a commitment to significantly increase the resources to support this mission and are recruiting a full time Executive Director to provide leadership in bringing our aspirations to reality.

RCF was first established in 2016 with the goal of providing scholarship support to youth seeking a significant canoe tripping wilderness experience. Over time, the annual fundraising has increased from \$25,000 to \$130,000 and from supporting four youth in 2017 to sixteen in summer of 2022. Over the next three years, it is our intention to increase our efforts from scholarships to programming so that we are able to serve 80 youth a year. To that end, we are initiating a significant capital campaign to extend our reach.

We are seeking an Executive Director who shares our passion for positive youth development and our belief that time in the wilderness can be transformative. The successful candidate will have the skills to oversee a growing foundation, and assist in the implementation of a successful capital campaign and operation of an existing summer canoe tripping and wilderness program. The position affords the unique responsibility and opportunity to engage and direct the good will and energy of the Camp Wabun alumni parent community, and friends of the wilderness.

RESPONSIBILITIES

STRATEGIC PLAN

The Executive Director will be responsible for directing work with the Board of Directors and staff to develop and implement a three-year strategic plan for the foundation.

LEADERSHIP

Establish and maintain trusting relationships among key constituents including a volunteer board of directors, program directors, donors, committee advisors, and valued members of the RCF community, which is critical to effective operations. Key attributes include the ability to inspire trust through effective communications, managing conflict constructively, leading with confidence, thoughtful decision-making, aligning board directors and staff, and setting strategic direction.

FUNDRAISING

- Work with the Board to develop and oversee capital and annual fundraising campaigns to meet or exceed annual goals.
 - Partner with and train Board members, program directors and staff, volunteers and committee members to assist in the fundraising program as appropriate.
- In addition to the annual fund, raise funds for capital needs and endowment as prioritized by the Board.
 - Continue to identify, engage, steward and solicit lead donors to support identified priorities and meet annual goals.
 - Develop and implement planned giving through a coherent program.
- Effectively manage relationships with external development and marketing consultants supporting fundraising efforts.

BOARD ENGAGEMENT

- Work with the Board Chair and staff to plan committee work, agendas, goals, etc.
- Maintain regular contact with Board members.
- Partner with Board Chair to ensure the Board and committee members' volunteer experiences are meaningful and successful.
- Commit to provide training, insight and perspective on philanthropic trends, giving, tax laws and other policies affecting U.S. and Canadian philanthropy.

MANAGEMENT

Responsible for the administration and management of the Foundation, subject to the overall direction of and the policies adopted by the Board of Directors including, but not limited to, the following specific operations:

- Recruit, select, supervise, discipline and discharge administrators, program directors and staff and any outside contractors.
- Supervise all Foundation programs and their directors, including operation of all facilities and buildings.
- Oversight of recruitment, enrollment, supervision, and discipline of program participants.
- All other activities, facilities, and functions essential to the operation of the Foundation:
 - Develop and prepare operating and capital budgets for approval by the Board of Directors and the expenditure of funds appropriated by the Board of Directors for the operating and capital expenses of the Foundation.
 - Implement policies and assignments as directed by the Board of Directors and its Chair.
 - Maintain and grow the financial health of the organization, utilizing up-to-date technology.
 - Compliance: Implement and maintain regular reporting and processes related to compliance requirements, regulations, audits, taxes and associated expenditures.

GOVERNANCE

- Report to the Board of Directors.
- Attend all board and executive committee meetings.
- Cultivate a working relationship with the Board to promote trust, confidence and a strong partnership.
- Support recruitment efforts for new board volunteers.
- Conduct training for new board candidates.
- Set practices that ensure transparency.
- Keep Board current on ethics rules and policy changes.

EXPERIENCE

The successful candidate will have:

- Demonstrated success in leading a youth-serving philanthropic organization and demonstrated success overseeing programmatic efforts.
- Three to five years of increasingly responsible leadership positions.
- A solid understanding of the nonprofit sector and/or governance, including fiscal management and business operations.
- A track record of success in spearheading successful fundraising campaigns, and in cultivating and developing donor relationships.
- Knowledge of grant submission and management.
- management experience in staff development, coaching and supervision.
- Knowledge and willingness to work with technology platforms such as Google suite, Quickbooks, donor platforms, and complex spreadsheets.
- Ideally, formative experiences in wilderness programs and education.

Notes:

- Position entails working a number of weekends and evenings, and some travel.
- Offers of employment are contingent on completion of a background check.

COMPENSATION

This is a full-time salaried position with benefits. The salary range, to be negotiated, will be commensurate with relevant qualifications and experience.

Please send cover letter and resume to:

Maddy Vertenten, Vice-Chair
Red Canoe Foundation
maddy@redcanoefoundation.org