



**Organization:** Tamil Community Centre

**Position:** Executive Director

**Type:** 2 Year Contract, Full-time

**Location:** Hybrid, Toronto, Ontario

**Reports to:** Board of Directors

**Posting Date:** September 16, 2022

**TCC's Vision:**

To be a dynamic, innovative, multi-purpose, and non-denominational facility incorporating spaces and services to help address the current and growing needs of the diverse Tamil community.

**Description:**

Reporting to the Board of Directors, the Executive Director leads all aspects of the operations of TCC, and implements initiatives to support the financial, organizational and programming needs and goals of the Centre. The Executive Director works closely with the staff team, volunteers, committees and the Board of Directors to envision and implement short-term and long-term goals that lead to advancing the mandate of the Centre. The Executive Director manages and supports staff; creates a collaborative and healthy working environment; oversees community engagement, fundraising plans, budget preparation and finances; engages granting organizations, foundations, corporations and existing donors; and cultivates new supporters.

**Responsibilities:**

**1. Leadership**

- Ensure ongoing operational excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and operating systems
- Actively engage TCC's volunteers, board members, event committees, partnering organizations, and donors
- Develop, help maintain, and support a strong Board of Directors; serves as an ex-officio member of each standing committee
- Ensure effective systems to track scaling progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the board, funders, and other constituents
- Liaise and coordinate with on boarded consultants for successful project delivery
- Recruit, coach, and manage TCC's high performing volunteers

## **2. Fundraising Management**

- Develops strategies and campaigns in coordination with the fundraising committee to fund the development of the Tamil Community Centre
- Plan and execute all fundraising events and closely monitor the success of the fundraising efforts
- Implement and oversee annual giving, major giving, community giving, and direct mail campaigns
- Ensures prompt and courteous communication with all donors including proper receipting and appreciation

## **3. Board and Committee Administration**

- Support the Board of Directors and Sub-Committees on all administrative tasks
- Plan and prepare meeting structure and information for board meetings in coordination with the board chair
- Identify, assess, and inform the Board of Directors of any internal or external issues that affect the organization
- Provides reports on the operations of the organization for Board meetings

## **4. Operations and Financial Management**

- Oversee the efficient and effective day-to-day operation of the organization
- Responsible for strategic planning to ensure that TCC can successfully fulfill its Mission into the future
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
- Responsible for the enhancement of TCC's image by being active and visible in the community
- Oversees and implements appropriate resources to ensure that the operations of the organization are in motion
- Responsible for reviewing and recommending for approval all notes, agreements, and other instruments made and entered into and on behalf of the organization
- Maintain all administrative and financial systems of the organization, ensuring required reports and documentation are accurate and completed for required deadlines
- Create proper policies and procedures that will be essential for future success
- Ensure the organization is adhering to the highest ethical standards possible
- Advocate for the right systematic changes, whether those are related to policies, team behaviors, or programs

### **Qualifications:**

- 5 years experience as a senior manager in the non-profit sector preferred
- Strong knowledge of Tamil community and its strengths and needs
- Outstanding skills in financial management, strategic thinking and project management.

- Demonstrated success in grant-writing and fundraising.
- Strong knowledge of non profit governance and non-profit related legislations and policies
- Proven ability to promote financial sustainability.
- Proven ability to foster a collaborative and diverse work environment.
- Excellent interpersonal skills.
- Excellent oral and written communication skills.
- Ability to communicate in Tamil (both verbal and written) is a strong asset

**Additional information:**

Expected salary range is \$90,000 - \$100,000 but is negotiable based on experience level.

The job entails working 35 hours per week with some evenings and weekends.

**How to apply:**

Please submit a cover letter outlining your interest in the position and your relevant background, a resume, and any other supporting material you feel is pertinent by **October 16<sup>th</sup>,2022** to

**info@tamilcentre.ca**