**Job Posting: Executive Director for Mine Shift Association (Part time)**

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# **Introduction**

Mine Shift Foundation, a non-profit organization, was created in 2018 to facilitate a conversation about sexual violence, sexual harassment, racism, bullying, intimidation, and discrimination experienced by workers in mining, mineral exploration, and mining impacted communities.

Mine Shift has created the DIGGER Training Program, an effective allyship and active bystander intervention workshop to empower employees to message that inappropriate workplace behaviors are not tolerated, bystander intervention strategies are supported, and that a safe, inclusive, and respectful workplace culture is the goal. The training is provided to mining and exploration companies, colleges and universities and mining related associations.

​**Role Profile**

Mine Shift is growing, and we are seeking a highly motivated and entrepreneurial individual to build and lead the organization to a sustainable entity. We envision the Executive Director’s role to include overseeing all day-to-day operations and the development and execution of the Foundation’s strategy. The Executive Director will be savvy with financial management in a small organization, including fundraising techniques. The Executive Director will report to the Board of Directors regularly.

# **Position Details**

**Schedule:** Part-time and highly flexible one year contract with the potential for extension pending. On average, work commitment will be 30 hours per week based on the workplan co-developed with and approved by the Board of Directors.

**Job Type:** Contract Position

**Location:** The position is remote- work from home only. Some travel will be required in or around the Metro Vancouver area and occasional trips within Canada.

**Salary:** Negotiable based on experience. Opportunity for re-evaluation after 3-month probationary period*.* Pay will be structured on an hourly rate at approximately 30 hours per week. Travel costs will be reimbursed by the organization.

# **Responsibilities:**

* Leadership - oversees marketing, fundraising, proposals, program development and HR management of the organization. The executive director will play role in carrying out the organizations vision, mission, and strategic direction.
* Board interaction - the executive director will lead day-to-day operations and report to the Board on a regular basis. As the Board transitions towards a governance board, the executive director will continue be supported by the Board through ad-hoc committees or informal meetings.
* Public Relations - serves as the organizer, coordinator and operator of all events including attending and hosting fundraising events, conferences, and short courses. Working closely with the Board Chair, speaking with media, donors, and other community members. Cultivate and seek relationships with potential partners.
* Financial Management - responsible for budget development, fundraising, and fee-based programs development.
* Organizational Development - will set up a strategy to achieve outcomes within the organization.
* Compliance - makes sure the organization is operating in compliance with all laws and regulations, with all ethical standards being exceeded.

# **Qualifications:**

* Passion for equity, diversity and inclusion
* Entrepreneur with experience in non-profit organizations
* Effective leadership skills with outgoing attitude
* Outstanding communication and organizational skills
* High level strategic thinking and planning
* Networking, marketing and fundraising experience required.
* Strong computer skills, in particular the Microsoft suite- Excel, Word, PowerPoint
* Proficient with social media including LinkedIn, Twitter, Facebook, and MailChimp
* Must demonstrate the ability to read and understand financial documents including budgets, cash flow, income statements and balance sheets. Prefer the candidate can also understand tax returns, audits, and compliance of non-profit organizations.
* Minimum 5 years’ experience in Executive Director positions preferred but not required.
* Project management experience considered an asset

# **Contact Mine Shift Hiring Committee @ mineshift@mineshift.org**