

CoopZone Executive Director Job Description, December, 2017

What is CoopZone?

The CoopZone Developers' Network Co-operative is a bilingual network of people and organizations that help to start and develop co-operatives, and to foster interest in learning more about co-ops.

CoopZone MISSION

To be a catalyst for co-operative developers and professional service providers to foster the social economy through the development of co-operatives.

CoopZone VISION

CoopZone - a leader in the development of co-operatives in Canada

JOB DESCRIPTION

Under the authority of the Board of Directors, the Executive Director is responsible for the administration, management and proper functioning of the Co-operative.

Principal Responsibilities

Leadership: Participate with the Board of Directors in providing strategic leadership to the organization.

- Work with the board to develop strategic plan and translate it into a workplan with measurable outcomes;
- Identify, assess and inform the Board of Directors of external issues that affect the organization including matters related to governments and sector initiatives;
- Facilitate and support board and committees;
- Facilitate and support the Legal Network.

Operational Planning & Management: Oversee the efficient and effective day-to-day operation of the organization.

- Maintain the membership, including applications, invoicing and collecting annual dues;
- Maintain the listserv;
- Prepare and distribute regular newsletter;
- Maintain the web-site;
- Organize and promote regular educational webinars;
- Education Program: collaborate with the course director to ensure successful delivery of courses.

Financial Planning & Management and Fund Development: Manage revenues and costs to strengthen the financial health of the organization.

- Ensure appropriate financial administration, record-keeping and budgeting;
- Ensure the financial health of the organization, including fundraising and grant-writing;
- Provide quarterly financial reports to the Treasurer and the Board.

Risk Planning & Management: Ensures the effective management and mitigation of risks

- Ensure legal filings for the co-operative are current;
- Maintain all required legal records;
- Ensure privacy law requirements are met;
- Ensure any required insurance is in place

Member & Sector Relations: Ensures the organization has a visible and effective public image and relationship with its members, sector partners, and the public.

- Organize member events (conferences, electronic information sessions, etc.);
- Organize the Annual General Meeting;
- Maintain a dynamic social media presence;
- Represent the co-operative at sector events, in collaboration with the board;

- Engage with the sector on co-op development issues;
- Maintain a strong engagement with CMC.

SKILLS AND EXPERIENCE REQUIRED

- knowledge of co-operatives and the co-op sector, including the unique characteristics of Quebec co-ops
- bilingual – able to speak and write well in both French and English
- practical co-op development experience, or at least familiarity with the development process
- excellent computer skills (specifically, WordPress, WORD, Excel, PowerPoint)
- Social media familiarity
- Strong financial skills (understanding of bookkeeping, internal financial controls, budgeting)
- experience managing a non-profit
- fundraising, grant-writing experience
- excellent interpersonal skills
- comfortable speaking in public, representing the organization in public
- event management
- marketing and promotion experience
- ability to organize meetings – agenda preparation, minutes, preparation of materials
- well-organized; self-starter
- government relations experience (preferred, but not essential)

WORKING CONDITIONS

- This is a part-time opportunity, 1/4 - time to start, with the expectation that the time commitment and remuneration will grow.
- The location of work is flexible.