



Pride Winnipeg Festival

Volunteer Title:	President	Position Class:	Officer
Division:	President	Department	N/A
Reports To:	Board of Directors	Term:	3 Years
Volunteer Job Description			
Purpose: Reporting to the Community Liaisons and the Board of Directors, the President will have overall strategic and operational responsibility for Pride Winnipeg Festival. Other key duties include fundraising, marketing, and community engagement. Duties: ● Leadership & Management: ○ Ensure the Organization is focused on its Vision and Mission ○ Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization ○ Act as a professional advisor to the Board of Directors on all aspects of the organization's activities ○ Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals ○ Actively engage and energize Pride Winnipeg's volunteers, board members, committees, alumni, partnering organizations, and funders ○ Develop, maintain, and support a strong board of directors; serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as for community wide rollout, ○ Lead, coach, develop, and retain Pride Winnipeg's high-performance senior management team ○ Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents ○ Represent the Organization as the Official Spokesperson ○ Represent the organization at community activities to enhance the organization's community profile ● Financial Performance and Viability: ○ Expand local revenue generating and fundraising activities to support existing program operations and programming expansion, ○ 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, ○ Work with the Board to prepare a comprehensive budget ○ Ensure that sound bookkeeping and accounting procedures are followed ○ Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization			

- Organization Planning and Management:
 - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization
 - Ensure that personnel, donor and volunteer files are securely stored and privacy/confidentiality is maintained
 - Provide support to the Board and Executive Director by preparing meeting agenda and supporting materials
- Programming Planning and Management
 - Oversee the planning, implementation, execution and evaluation of special projects
- Human Resources Planning and Management
 - Determine human resource requirements for organizational management and delivery of the organizations programming
 - Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
 - Coach and mentor managing members as appropriate to improve performance
 - Discipline managing members when necessary using appropriate techniques; release managing members when necessary using appropriate and legally defensible procedures
- Community Engagement
 - Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community
 - Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization
- Risk Management
 - Identify and evaluate the risks to the organization's volunteers, assets, finances, goodwill, and image and implement measures to control risks
 - Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage
 - Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

Skills/Qualifications:

The President will be thoroughly committed to Pride Winnipeg's mission. All candidates should have proven leadership, coaching and relationship management experience. Concrete demonstrable experience and other qualifications include:

- A bachelor's degree in a business discipline with at least 5 years of senior management experience; track record of effectively leading a scaling performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth



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- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a board of directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed