



Managing Director

Description:

The Gift of Giving Back (GOGB) is seeking a Managing Director to lead and expand its impactful mission. This paid position demands a strategic thinker with a deep understanding of the organization's core values and goals. The role involves leveraging historical practices and insights to enhance operational efficiency, resource planning, and event execution, while also pioneering new initiatives for future growth.

Key responsibilities include overseeing daily operations, aligning activities with the board's strategic vision, and ensuring compliance with legal and ethical standards. The Managing Director will develop annual plans with measurable goals in collaboration with the board, refine communication mechanisms within the organization, and document comprehensive event planning processes. The successful candidate will also support grant writing activities, researching potential funding opportunities and crafting detailed proposals with the aim of securing financial support.

A significant focus will be on cultivating and maintaining relationships with key stakeholders such as funders, community partners, sports organizations, school leadership, and corporate partners. This includes exploring new funding opportunities, engaging with like-minded charities, and promoting the organization's mission within various communities.

The ideal candidate will be adept at managing deliverables within budgetary constraints, mobilizing resources, and leading teams to successfully execute all planned events throughout the year. Ultimately, the Managing Director will be the driving force behind the GOGB mission, ensuring its long-term sustainability and success through effective management, relationship building, and advocacy.

Role Description:

This will be a paid position for an individual with a clear understanding of the underlying mission and values of the Gift of Giving Back. It will require the ability to activate both a forward-thinking view and consideration of past and recent events, to formulate a longer-term vision to support sustainability and scalability. The Managing Director will leverage past activities/events to gain valuable insight into how the organization operates, event timelines, and resource planning, which will support the successful execution of events going forward. In addition to the above, they will also create new events, funding strategies, and relationships to further expand the GOGB into future years and new regions.

Key Accountabilities:

- The Managing Director is responsible for day-to-day operations and implementing the board's strategic vision.
- Lead staff, manage resources, and ensure the organization operates in compliance with all relevant laws and regulations, and maintains high ethical standards
- Partner with board to develop annual plan with measurable goals which will be regularly reviewed together with advice, support, and guidance.
- Review past events with each director looking for both successes and opportunities for refinement. information. Leverage feedback to incorporate into the plan and to inform measurable goals.
- Review current mechanisms for sharing information with teams (ie. emails, forms, letters volunteer and event sign-ups, etc), and make recommendations for refinement.
- Document steps required to host all events for the year, including review of schools, sports teams, and possible events for other organizations.
- Create SOPs (Standard Operating Procedure) for food drives/events including important details such as planning timeline, supplies, logistics and volunteers. Review existing documents to find opportunities.
- Develop, nurture, and maintain relationships with key stakeholders, including funders, community partners, and government officials.
- Attend meetings with sports organizations – to establish clear understandings of their roles, and promotion of the GOGB within their membership. Establish relationships with any/all new leaderships/directors within those organizations.
- Attend meetings with school leadership for new opportunities within the HDSB/HCDSB – feeder schools, non-hosting schools' involvement, and the possibility of leadership/volunteerism workshops for leadership/student council students.
- Review inventory levels and assess requirements for the coming year. Organize the storage area for clear and easily managed supplies for events. Work within budgetary guidelines to purchase needed supplies.
- Create central repository for files/photos to ensure safe storage and ease of access.

- Partner with Director responsible for social media to provide guidance for content and strategy.
- Update GOGB website as required to ensure it is user-friendly, accessible, and informative, showcasing the organization's mission, impact, and opportunities for engagement.
- Seek out and coordinate new opportunities with corporate partners, especially Grocery and Food companies. Review opportunities for special events instead of tagging, (making sure to not diminish our food drive events), and look for possible sponsorship/funding from these partners.
- Look for new opportunities with funding, events and engagements with like-minded charities. Look for partnerships and memberships in organizations that promote the charitable sector.
- Provide leadership for planning, supervision, and execution of all planned events throughout the year.

The Managing Director is the driving force behind the non-profit's mission, ensuring its success and sustainability by managing operations, building relationships, and advocating for its cause.

Date Posted: 05/30/2025

Closing Date: 06/13/2025

Schedule: 30 hours/week