



Swimming With A Mission Canada - Director of Partnerships and Fundraising

Location: Canada

Category: Board Director

Job Type: Part-time Volunteer

Application Deadline: Sunday, June 16th, 2019; 11:59 PM

S.W.A.M. Canada is a non-profit volunteer organization that provides affordable, one-on-one swimming instruction to children with special needs. We have 14 Chapters across Canada, providing over 1000 children with swimming lessons each year. The Board of Directors is the legal authority for S.W.A.M. Canada. As a Member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization. There is no location requirement for S.W.A.M. Canada, as all our work is done remotely.

We are currently recruiting for a Director of Partnerships and Fundraising to join our national Board of Directors.

Requirements of Board membership include:

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, or advocacy.
3. Willingness to serve on committees.
4. Attendance (whether physical or virtual) at monthly or bi-monthly Board meetings.
5. Attendance (whether physical or virtual) at meetings of assigned committees.
6. Attendance (whether physical or virtual) at Annual General Meetings.
7. Support of special events.
8. Support of, and participation in, fundraising events.

General Duties of a Director:

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy. Among other things, a Director must:

- Approve, where appropriate, policy recommendations, and its Standing Committees.
- Monitor all Board policies.
- Review the bylaws, policies, and board structure, and prepare any relevant amendments.
- Participate in the development of S.W.A.M. Canada's organizational plan and annual review.
- Approve S.W.A.M.'s budget.
- Serve as the Chair of one committee, as appropriate.
- Assist in developing and maintaining positive relations among the Board, the committees, the staff members, and the community to enhance S.W.A.M. Canada's mission.



Swimming With A Mission Canada - Director of Partnerships and Fundraising

Specific responsibilities of the Partnerships and Fundraising Director include, but are not limited to:

- Manage all partnerships between S.W.A.M. Canada and any external organizations (i.e. Special Olympics Ontario)
 - Maintain ongoing relationships with all S.W.A.M. Canada partners
 - Provide regular newsletters and annual reports
- Work on building new partnerships with similar organizations that would be of benefit to S.W.A.M. Canada and its Chapters
- Develop corporate sponsorship proposals and to make contact with potential sponsors and funders
- Support and provide guidance to chapters in their fundraising efforts
- Search for and apply to appropriate grants, as needed
- Work with Finance Committee to assess Chapter fundraising and distribute grant funds appropriately

Must have requirements:

- Undergraduate degree
- 1-2 years of work experience
- Strong professional communication skills
- Strong relationship management skills
- Ability to work independently and consult stakeholders as required

Nice to have:

- Prior experience with a S.W.A.M. Chapter or S.W.A.M. Canada
- Post graduate degree or diploma in Sponsorships/events Marketing or a similar type of program
- Experience with Grant Writing, such as leading a research project or applying to scholarships
- Prior experience with Nonprofit Organizations or Charitable Organizations
- Understanding of NPO ecosystem

Term:

Directors are elected by majority vote of Chapters at the Annual General Meeting or Member's Meetings. Directors serve for a two-year term. Directors may be released at the end of their elected term, by resigning, or according to S.W.A.M. Canada bylaws. Directors may not serve more than two consecutive terms.

Application Process:

To apply, please submit a Resume and Cover Letter to nominations@swamcanada.ca with the subject line 'S.W.A.M. Application - Director of Partnerships and Fundraising'. The application deadline is **11:59 PM Sunday, June 16th**.