



**Board Chair- Kemptville Campus Education and Community Centre
(Kemptville Campus)**

Municipality of North Grenville
POSTING #: **CAO-2020-003**

North Grenville is a growing municipality located in eastern Ontario housing a unique blend of small town and rural culture. Comprised of an urban centre (Kemptville) and surrounded by several charming rural hamlets, North Grenville is situated between Canada's National Capital – Ottawa and the St. Lawrence River, only a 30 minute drive along the Veterans Memorial Highway (416), to either destination. Alternatively, for a more leisure journey, North Grenville offers the historic Rideau River managed by Parks Canada.

Application:

The Municipality of North Grenville is seeking to fill a permanent position of **Board Chair- Kemptville Campus**. Interested applicants may submit a cover letter and resume outlining qualification in confidence to Human Resources by **4 PM Friday November 30, 2020.**

Please quote "CAO-2020-003".

Email: hr@northgrenville.on.ca

Mail: Municipality of North Grenville
285 County Road 44, P.O. Box 130
Kemptville, ON K0G 1J0

Responsibilities:

The Board Chair will provide leadership to the Kemptville Campus as it transitions into a sustainable community entity. The Board Chair will support and sustain the work of the board and provide governance leadership and strategic fundraising support.

Specific responsibilities include:

- As leader of the Board you develop and implement Kemptville Campus's strategic plan
- Developing and managing relationships and communicating with: funders, partners, and other stakeholders
- As a board member, approving Kemptville Campus's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Reviewing outcomes and metrics created by Kemptville Campus for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
- Coordinating an annual performance evaluation of the members of the Board

- Assisting with recruitment of board members
- Periodically consulting with board members on their roles and helping them assess their performance
- Planning, presiding over, and facilitating board and committee meetings; partnering with the Executive Director to ensure that board resolutions are carried out
- Acting as an ambassador for the organization
- Stakeholder management including but not limited to managing and maintaining relationships between the Campus and Council
- Ensuring Kemptville Campus's commitment to a diverse board and staff that reflects the communities Kemptville Campus serves
- In collaboration with the Executive Director, generating substantial annual revenue and fostering Kemptville Campus's overall financial health
- Ensuring that 100 percent (100%) of Kemptville Campus's board members make an annual contribution that is commensurate with their capacity
- Identifying, qualifying, cultivating, soliciting, and stewarding major individual donors, corporate, and/or foundation gifts.

Qualifications:

This is an extraordinary opportunity for an individual who is passionate about the success of the Kemptville Campus's stakeholders and who has a record of accomplishment of board leadership. The selected Board Chair will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing board members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- Demonstrated success as a nonprofit board member or board chair
- Track record of building credibility in the funding community that has resulted in major gifts to a nonprofit
- A commitment to and understanding of Kemptville Campus's stakeholders beneficiaries and mission preferably based on experience
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Excellent written and oral communication skills coupled with natural affinity for public speaking
- Fluency in both of Canada's official languages (French and English) would be an asset.

We thank all those who apply, however only those applicants selected for an interview will be contacted.

The forgoing reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

The Municipality of North Grenville and the Kemptville Campus are committed to inclusiveness, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA) and any other applicable legislation throughout all stages of the recruitment and selection process.