

# **KEY FUNCTIONS**

## **Support the Board of Directors and implement Policy and Decisions**

- Act as a resource, (offering advice and worthwhile timely reporting) to the Board of Directors regarding the development, operational delivery and compliance of BBI programs and operations.
- Work with the Board on strategic plan development, implementation, monitoring, and updating.

## **BBI Designated Person Ashore (while ships are sailing)**

- Provide shore-based assistance to the captains in relation to vessel/program operations underway.

## **Bytown Brigantine “Tall Ships Adventure” Academy (BBA-Head of School)**

- Ensure annual Ministry of Education data entry targets are met with respect to operation of the Academy including MOE .
- Ensure standards and quality attained with regards to all non-Ministry programming
- Recruit and manage staff to deliver courses, provide logistical support to staff and volunteers.
- Represent the Academy in communications with parents and stakeholders.

## **Marketing and Communications**

- Responsible for designing and implementing strategies to increase enrollment.
- Build a greater appreciation for and awareness of BBI programs.
- Identify and maximize opportunities for collaboration and cost-effective marketing.
- Maintain an ongoing and engaging social media strategy with stakeholder audiences.
- Ensure BBI’s online profile including website & social media platforms information is updated, accurate, and reflects the Organization’s objectives.

## **BBI Fundraising & Special Events**

- Seek-out, apply and obtain funding Grants through the effective creation and development of proposals.
- Lead on general fundraising efforts/initiatives in support of our bursary program
- Oversee and generate all ship festival appearance/group bookings including contract negotiations.
- Oversee planning and delivery of various events such as Annual Golf Tournament and Awards Banquet. Soliciting sponsorships and donations for fundraising events.
- Oversee the management of “Boatique” (ordering, inventory, sales), and crew uniforms.

## **BBI Auxiliary (volunteer) Management**

- Take a leadership role in the implementation and growth of BBI's Auxiliary Program.
- Engage with stakeholders to attract/recruit, motivate, orient, support, recognize and retain volunteers.

## **BBI Financial Management**

- Manage the budget and maintain operations within budget
- Ensure that financial transactions are within policy, processed accurately and forwarded in a timely manner to the Accounting Department.
- Responsible to ensure that the Registrar is diligently and thoroughly fulfilling the registration process including maintaining current receivables.
- Manage Bursary Application process.
- Oversee BBI Membership including organizing Annual Meeting
- Oversee the management of charitable tax receipts.

## **BBI Human Resources**

- Conduct the annual crew hiring process in support of the HR Committee (including recruitment, contracts, and confirmation/recording of certification(s) and performance evaluations).
- Complete annual Student Grant applications and associated reporting.
- Oversee staff orientations (that are not specific to the operations of the ships).
- Manage all staff in compliance with Employment Standards, ensure job duties are upto date, relevant and complete.
- Maintain performance reviews for all staff.

## **BBI Office Management and Official Records**

- Ensure BBI's official documents, policies, standard operating procedures, and standing orders are current and up to date with respect to applicable laws & regulations.
- Ensure, through our Registrar, the accuracy of BBI databases/records are maintained as required.

## **BBI Special Projects**

- Project manage and execute other special projects or tasks as required from time to time.

## **QUALIFICATIONS (any or all of the below would be considered assets but not mandatory)**

- Knowledge and demonstrated proficiency in experiential education
- Proven track record in marketing
- Proven track record in fundraising
- University degree or College diploma
- Police Vulnerable Sector Check (mandatory)
- Valid driver's license (mandatory)

## **EXPERIENCE**

- Fundraising, marketing, collaboration and partnering with Government programs and other NGOs
- Managing in a leadership capacity in the not-for-profit sector, including strategic relationship development, with a proven ability for organizational growth and business management
- Experiential program design/delivery/management is an asset
- Understanding sail training operations is an asset
- Working in compliance with sector specific regulations, e.g. Transport Canada is an asset

## **SKILLS**

- Emotional intelligence - ability to inspire/engage/motivate and lead crew, youth, office staff and volunteers
- Excellent communication and customer service skills
- Results orientated
- Able to work autonomously
- Project management
- Organized, detail oriented
- Ability to multitask
- Intermediate computer skills (Microsoft Office Suite, website management)
- Social media skills (Facebook, Instagram, Twitter)

### **Personal Suitability**

- Passionate, dedicated and self-directed
- Flexible team player
- Able to work to deadlines
- Able to maintain confidentiality