

COORDINATOR - MUSKOKA COMMUNITY LAND TRUST

Who We Are

The Muskoka Community Land Trust (MCLT) is a recently incorporated non-profit organization whose purpose is to create, preserve and steward permanently affordable homes and rental units in diverse and mixed-income communities in the District of Muskoka. We aim to grow the stock of permanently affordable homes, and rental units so that low-income residents, including those who are marginalized and at-risk, can secure and sustain shelter, enrich our communities, and continue to build our collective social wealth.

Who We Are Looking For

A Coordinator responsible for assisting the Board of Directors to establish and grow the Muskoka Community Land Trust. We seek a professional capable of contributing to and implementing our Strategic Plan, who shares our cultural values, and who has a passion to be part of a solution to the affordable housing crisis. The emphasis will be on education and outreach, networking, fund-raising through grant proposals, sponsors and patrons, and building membership and awareness. Furthering our efforts and creating opportunities to develop affordable housing initiatives are also crucial to the mandate. The **part-time position** reports directly to the Board of Directors.

General Responsibilities

Strategic Plan and Board Governance

1. Responsible for contributing to and implementing the organization's Strategic Plan.
2. Works with the Board and staff to drive and achieve the Strategic Plan goals, strategies and designated outcomes.
3. Conducts in alignment with the Vision, Mission and Values of the MCLT
4. Responsible for communicating [verbal, written, electronic] effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to make informed decisions.
5. Participates in appropriate Board committee and subcommittee meetings.
6. Assist in the production of the Annual General Meeting and Annual Report.

General Operations

1. Responsible for the effective administration of MCLT by maintaining current best administrative practices and maximizing the use of technology.
2. Works with and provides research and written recommendations to the Board and sub-committees.

Financial Performance and Viability

1. Responsible for fiscal oversight, operating within the approved budget, and ensuring maximum resource utilization while maintaining the organization in a favourable financial position.
2. Provides monthly financial statement reporting to the Board.
3. Works diligently to raise funds for the organization through marketing campaigns, appeals to appropriate organizations and sponsors, grant proposal writing and other means.

Public Engagement, Outreach and Education

1. Drives the MCLT public visibility and image through marketing campaigns with approved press releases, social media posts, speaking engagements, and by building a presence or profile at appropriate public functions.
2. Establishes and maintains contact with key individuals in the community, partner organizations, and local businesses to advance MCLT's public image and reputation.
3. Builds and maintains a database of volunteers, membership, sponsors, patrons and supporters.

Overview of Responsibilities

- Reports to and works closely with the Board of Directors and Committees to seek involvement in policy decisions and increase the organization's overall visibility.
- Collaborates and coordinates business activities.
- Collaborates and coordinates with the President for public and media communications and marketing.
- Establishes and maintains relationships with various organizations and utilizes those relationships to enhance MCLT's Mission strategically.
- Presents update reports at scheduled Board meetings on a regular basis.
- Reviews and recommends approval of contracts for administrative and other services, including insurance arrangements.
- Performs such other tasks and duties as may be assigned by the Executive Committee and/or the Board.
- Attend meetings of the Board but shall have no vote.

Qualifications

The successful applicant will demonstrate all or most of the following:

1. Demonstrated professionalism, transparency, leadership, initiative, and a strong work ethic.
2. Ability to think and plan strategically to effectively communicate the MCLT Mission to the overall community.
3. Not-for-profit management experience is highly desirable.
4. Experience and skill in working with a Board of Directors.
5. Ability to plan and organize regular activities as required by statute, constitution, and bylaws.
6. Ability to multi-task with an aptitude for time management.
7. Proficient written and oral communication skills.
8. Technological skills using software such as Microsoft Office, Google Workspace, Quicken, and Zoom.
9. Traditional and Online Marketing proficiency

Contract Arrangements and Compensation

The MCLT Coordinator will provide independent contract services to the MCLT Board of Directors.

The position is part-time, with a minimum requirement of 3 days per week with flexibility.

The Coordinator's compensation is based on a per diem rate of a yearly salary of \$72,800.

The Coordinator agrees to invoice the MCLT monthly.

The Coordinator will provide all facilities to perform the required services such as an office, technological and telecommunications equipment, internet connections, transportation, and support services.

Office supplies, travel and Board-related meeting expenses will be reimbursed subject to pre-approval.

Application Process

To apply for the Coordinator position, please forward your resume, a cover letter addressing your qualifications, and the names of two references to MCLT President Suzanne Martineau - Chair MCLT, at info@muskokaact.org

Applications will be accepted until the position is filled.

Interviews will be conducted on an ongoing basis.

The successful applicant will be notified of an offer within 10 days of an interview.