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Charity Reg. #: 802700542RR0001

## Job Title: Regional Manager, Edmonton

*Discover your purpose at work!*

If what you really want is more than just a J-O-B – a place where your work has meaning and makes a real impact – Start2Finish is the place for you. Our staff, ambassadors and volunteers say they are inspired by our mission (we call it our “superpower”). You will get to make a difference alongside equally passionate co-workers and leaders who are invested in making the world a more equitable place!

### JOB DETAILS

**Salary:** Competitive Salary to be Discussed

**Hours:** Part-Time (20-25 hrs/week)

**Location:** Frequent travel to program locations throughout the city is required – Applicants must be based in the Edmonton, AB region

**How to Apply:** Email resume and cover letter to **Karen Pessoa-Warren, Chief Operating Officer** at [info@start2finishonline.org](mailto:info@start2finishonline.org) (NO PHONE CALLS PLEASE)

**Application Deadline:** Jan 8, 2024

### JOB SUMMARY

**Work with Start2Finish's amazing team of change-makers in a creative and innovative environment. Be part of providing equitable educational opportunities for ALL Canadian children, empowering them with the building blocks for physical, mental, social-emotional and academic well-being and long-term success!**

The Edmonton Regional Manager is an enthusiastic, charity-minded, creative individual who assists in building the capacity of the Start2Finish (S2F) organization by being our local ambassador for change. Reporting to the Chief Operating Officer at Start2Finish, this position is responsible, in collaboration with the Regional Cabinet and national office, for planning, promoting, enhancing and executing our education-based programs in the Edmonton, Alberta region, as well as inspiring volunteer commitment, managing volunteers, and identifying and reaching out to potential fundraising opportunities through local grants, corporate or small businesses and individual donors. Additionally, the Regional Manager functions as the primary liaison for all regional third-party events, such as the annual Run4Change, Chuckles for Charity, and other local/regional fundraisers.

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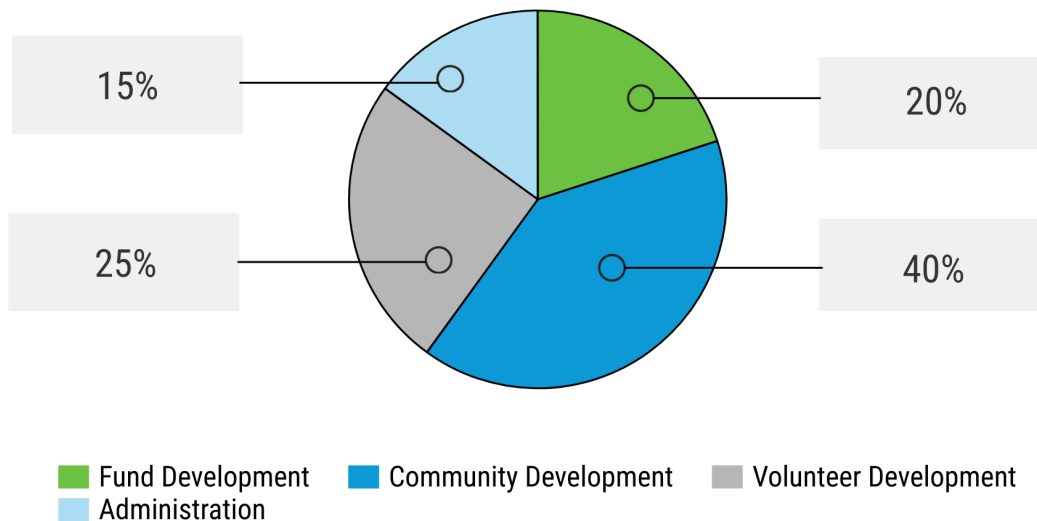
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[www.start2finishonline.org](http://www.start2finishonline.org)

## CORE RESPONSIBILITIES

- Maintain a high degree of respect, integrity, excellence and innovation
- Attract, motivate, train and work collaboratively with volunteers/committees
- Gain an in-depth understanding of all new and ongoing programs in order to speak knowledgeably and enthusiastically about the work of the Organization to existing and potential stakeholders
- Identify, select and approach COI's (Centers of Influence) within your region to create a volunteer Cabinet to assist in the awareness and revenue building of Start2Finish
- Create and implement, alongside the Cabinet and/or National Office, an annual strategic plan for the region
- Work collaboratively with the national Communications and Fund Development teams in discussing, creating and implementing any marketing prospecting initiatives and S2F awareness campaigns
- Network and promote Start2Finish locally
- Identify and cultivate potential sponsors and/or partners for Start2Finish, whether financial, volunteer referral, community collaboration, or intellectual capital
- Source out potential grant opportunities within the region
- Participate in weekly web conference calls with national regional team
- Communicate as needed with Chief Operating Officer on updates and status of efforts
- Work collaboratively with regional team members, the national office team and volunteers to leverage expertise and optimize bottom line fundraising/revenue potential
- Seek out new opportunities and best practices to grow funding revenues and enhance programs
- Work with the National Programming team to plan and manage onsite program launches and implementation in the region (travel required)

## JOB RESPONSIBILITIES | REGIONAL MANAGER



## SKILLS & EXPERIENCE

### Qualifications & Experience:

- Comfort in public speaking and presenting to large groups
- Excellent communications skills, including the ability to train, motivate and work effectively with others
- Knowledge of fundraising/stewardship strategies and tactics for both major gift and local campaign
- Prior non-profit and/or program management experience an asset
- A passion for serving the community and for the health and well-being of children
- Valid driver's license and use of vehicle required for frequent travel to program sites/local meetings
- Must have designated, distraction-free workspace and consistent access to reliable computer and wi-fi/internet connection
- A Criminal Record Check with Vulnerable Sector Screening is required

### Skills & Abilities:

- Organized, dependable, creative, visionary
- Commitment to accountability and integrity
- Relationship-builder with strong interpersonal skills
- Ability to research and leverage community resources (volunteers, funding, collaborations, etc.)
- Ability to work both as a team player and independently with minimal supervision
- Ability to perform positively under pressure
- Self-motivating
- Creative thinker
- Detail-oriented

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