



RAYJON SHARE CARE of Sarnia Inc.

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Reg. Canadian Charity # 11910 9460RR0001 • www.rayjon.org

Executive Director

Rayjon Share Care Sarnia (Rayjon) is seeking an Executive Director with a passion for social justice and equitable approaches to partnership and program implementation. The ideal candidate will have education and/or experience in financial management, managing budgets and fund development, as well as an understanding of best practices in international cooperation and sustainable development. The role requires the ability to work effectively on an independent basis. As the primary spokesperson for the organization, the Rayjon Executive Director must be a strong communicator, verbally and in writing.

About Rayjon

Rayjon is a small, volunteer-driven registered Canadian charity based in Sarnia, Ontario since 1986. Rayjon has evolved from a primarily aid granting organization to one strongly committed to community-led, sustainable development and empowered local leaders. Rayjon's international partners implement various programs in education, health care, adult literacy, women's microcredit and business, and more.

Our mission: Rayjon works in partnership with communities in Haiti and the Dominican Republic to reach their goals in sustainable development and social justice. Rayjon invests in relationship building and the two-way exchange of knowledge, resources and skills to create bridges of sharing—local to global.

Position Summary

The Executive Director is responsible for implementing the strategic priorities identified by the Board of Directors to advance Rayjon's vision and successfully meet the organization's mission. The Executive Director is entrusted to act ethically in leading the organization.

The scope of responsibilities cover overseeing daily operations, financial management, fund development, donor relations, and communications as well as strengthening international partnerships and supporting best outcomes in partner communities in Haiti and the Dominican Republic.

Competencies

Financial Acumen

Strategic financial leadership to achieve Rayjon's mission and objectives, including demonstrated experience in budget management and oversight.

Engaging, Communicating and Collaborating

Inspires and collaborates effectively, in person and in writing, with donors, major funders, volunteers and partners.

Engages in critical thinking and problem solving.

Organized

Manages time and operations strategically and effectively

Key Duties

- With the Board, develop and implement a strategic financial plan for the organization, including fund development strategies and funding options, including grant applications.
- Implement strategies for effective donor relations, recruitment and retention, and work with the Finance Director to manage co-ordination of donation receipts and CRA compliance.
- Implement overall communication plan and strategies to raise awareness, provide platforms for the voices of our partners, promote a positive image of the organization, engage supporters and generate financial support.
- Work with key volunteers and/or support staff to co-ordinate effective public engagement including events, e-bulletins, social media, and other communication mechanisms.
- Support the ongoing development and implementation of a Diversity, Equity and Inclusion strategy for the organization; take necessary steps to ensure an inclusive, equitable workplace.
- Oversee the work of Rayjon Support staff (Program & Communications Coordinator).
- Act as the main point of contact and intermediary in oversight for partners in St. Marc Haiti and the Dominican Republic, including creation and oversight of Community Development budgets as approved by Rayjon Board.
- Provide support to Haitian and Dominican Partners in the areas of data collection, monitoring and evaluation, program design and execution, and support their long-term vision and sustainability, reporting to the Rayjon Board and Program Advisory Team, as required.

Compensation and Position Requirements

Salary Range: \$49,000 to \$65,000

Minimum 35 hours per week, very flexible schedule

Competitive vacation, sick leave and professional development upon completion of probationary period

From time to time, overtime may be required. A limited overtime budget is maintained.

Expectation to participate in regular Partnership Trips to Haiti and/or the Dominican Republic when it is deemed to be safe, generally 1 - 2 times per year which involve development of itinerary and budget, managing trip finances, co-ordination of logistics and monitoring.

The Executive Director is expected to model the values of the organization, and support the implementation of [Rayjon's Strategic Plan](#) and commitments to the [Anti-Racist Framework for Canada's International Cooperation Sector](#), [Dignified Storytelling](#), and [Spectrum of Organizational Guiding Principles](#).

Proficiency with a variety of administrative software and database tools, including Office Suite, Canva and basic donor management software.

Fluency in French and/or Spanish and/or Haitian Creole is an asset, but not a requirement

Hybrid location, option to work remotely with regular work in Sarnia. Executive Director must maintain a home office. Preference will be given to candidates residing in Southwestern Ontario.

We know the greatest ideas come from a diverse mix of backgrounds, minds and experiences, and are committed to cultivating an inclusive work environment. We are actively seeking a diverse applicant pool and encourage candidates of all backgrounds and experiences to apply, especially those from communities underrepresented in the sector.

How to apply:

Please submit your resumé and cover letter to recruitment@rayjon.org by February 9, 2024. Questions about the process, and/or requests for a complete job description, may be addressed to the same e-mail.