



Atlantic Division CanoeKayak Canada Executive
Chair of Revenue Development Position Description

Board of Directors Position Title: Chair of Revenue Development

Term: Two Year (renewable for one additional term)

Position Description:

The Atlantic Division CanoeKayak Canada (ADCKC) Chair of Revenue Development leads all initiatives to ensure the ADCKC meets and/or surpasses revenue development targets and goals. This includes operational and directed funding. The Chair of Revenue Development oversees a Committee with an established Terms of Reference. All revenue development initiatives must ensure that the ADCKC succeeds in meeting strategic outcomes, mission vision and are reflective of core values. The Chair of Revenue Development is a voting position and is elected to this position by Member Clubs based on the Nominations process.

Position Staff Support:

Operations Manager, Director of Strategic Projects, Technical Director & Facilities Manager.

Accountability:

The Chair of Revenue Development is accountable to the members, paddling community, funders and other stakeholders. The Chair of Revenue Development is accountable for the ADCKC's internal and external profile in relation to its mission and strategic objectives, and for the effective stewardship of financial and human resources.

The committee is a subset of the ADCKC and they report directly to the Executive of ADCKC.

Responsibility:

The Chair of Revenue Development is responsible for acting in the best long term interests of the ADCKC and the paddling community and will bring to the task of informed decision-making a broad knowledge and inclusive perspective.

Principle Duties:

- Responsible for the development and execution of the organizations strategic plan, mission, vision and values in consultation with various stakeholders regarding revenue development.
- Establish in consultation with the Executive and Board Members revenue targets.
- Evaluates and submits final grant applications prepared by committees.
- Develops in consultation with the Board Chairs an annual timeline for grant submission and reporting.



Atlantic Division CanoeKayak Canada Executive Chair of Revenue Development Position Description

- Prepares submissions and final reports for global funding opportunities such as Block Funding in consultation with the appropriate Board Member.
- Identifies sources of funding, and manages those sources of funding to meet revenue targets applicable to all areas of the organizations budget.
- Responsible to recommend and execute strategy, implementation and policy in the following key identified areas:
 - Be familiar with all grants and foundations applicable to the sport of CanoeKayak
 - Manage Provincial Block Funding
- Organizes and executes an annual public fundraiser for the ADCKC.
- Establishes the following fundraising platforms and executes strategy to ensure their success; individual giving, corporate sponsorship, major gifts and planned giving.
- Attends Board Meetings and comes prepared with written reports and Minutes, strategy developed by the committee.
- Listens to others' views, advocates their own, identifies common interests and alternatives, and is open to compromise.
- Supports all Governance decisions once made.
- Abides by the by-laws, code of conduct and policies and procedures of the ADCKC.
- Establish, reviews and monitors operational policies.
- Evaluates committee members through an annual evaluation process.
- Assists with the identification of new Board Members and committee members and ensures a succession plan is in place for Chair of Revenue Development role and committee.
- Acts an ambassador for the ADCKC.
- Keeps informed about paddling community issues relevant to the mission, vision and strategic outcomes of the ADCKC.

Qualifications:

The Chair of Revenue Development should have five years of experience in managing, developing and executing fundraising programs. Assets would include membership to the Association of Fundraising Professionals and/or Certified Planned Giving Association.

Evaluation:

The performance of the Chair of Revenue Development is evaluated annually in the context of the evaluation of the whole Executive and Board and is based on the carrying out of duties and responsibilities as outlined above.

Removal of an Executive/Board Member:

Any Executive or Board Member may be removed from their position in accordance with the polices and by-laws of the ADCKC.