

Executive Director

Part-Time Opportunity • The Pas, Manitoba

Part-Time

Flexible Schedule

15-20 hrs/wk

ABOUT THE ROLE

The Pas Tri-Community Foundation is seeking a part-time Executive Director to support the organization's operations, strategic priorities, and community impact. Working closely with the Board of Directors, the Executive Director plays a key role in strengthening the Foundation's presence in the community, supporting fundraising efforts, and ensuring effective coordination of grants, partnerships, and day-to-day activities.

This is an ideal opportunity for someone who is organized, self-directed, and passionate about community development.

KEY RESPONSIBILITIES

Strategic Leadership & Community Impact

- Support the Foundation's strategic priorities and long-term goals
- Identify community needs and help align funding initiatives
- Contribute to strengthening the Foundation's overall impact

Fundraising & Financial Stewardship

- Support fundraising activities, donor relations, and grant opportunities
- Build relationships with donors and community partners
- Assist with budgets and financial reporting

Community Engagement & Partnerships

- Represent the Foundation in the community
- Build relationships with nonprofits, Indigenous organizations, and municipalities
- Promote the Foundation's programs and impact

Grant Administration & Operations

- Coordinate grant applications and support review processes
- Maintain records and track funded projects
- Oversee general administration and organizational systems

Board & Governance Support

- Prepare meeting materials and record minutes
- Support Board operations and maintain governance documents

QUALIFICATIONS & WORKING CONDITIONS

Qualifications

- Experience in nonprofit, administration, or community development
- Strong organizational and communication skills
- Ability to manage multiple priorities independently
- Experience working with Boards or grant programs is an asset

Working Conditions

- Part-time: 15–20 hours per week
- Flexible schedule
- Some evening meetings required
- Compensation based on experience (hourly or contract)

HOW TO APPLY

Submit your resume and a brief cover letter to:
contact@tptcf.ca

DEADLINE

Applications open until
May 8, 2026