

The Executive Director's - Position Description

Reports To: The Board Chair (April 2025)

Living Better with Parkinson's ("LBWP") is a local non-profit organization and a registered charity, supporting those Living with Parkinson's disease and their caregivers in the area of South Georgian Bay.

We are seeking a part-time (average of 3-4 days/week) Executive Director with strong leadership experience, energy and empathy to lead us through our next chapter.

Your role entails all aspects of running the organization. While we exist to help those living with PD, you are ultimately responsible for 'making it all happen'. Working with the support of two part-time contract positions (Funding Development and Communications and Administration Support), a core group of volunteers and the Board, there are several key areas that require your oversight and energy:

- Fundraising - we are funded through donations, be it individual donors, foundations or grants. We also host several events that are designed to promote awareness in our community and raise funds. A key part of your role is to cultivate and maintain our financial support. We currently engage a part-time contract position to support you in this endeavor (i.e. via grant writing, etc.)
- Program Development and Delivery. We design and deliver several movement/exercise-based programs to keep people with PD active. Our key programs are established and run primarily in Collingwood and Wasaga Beach, with plans to broaden our reach to other parts of South Georgian Bay
- Public Speaking – as the public face of the organization, you may need to 'pitch' for grants or introduce guest speakers, etc.
- Recruiting and retaining our volunteers who help us to both deliver our various exercise programs in support of individual participants and assist at LBWP functions
- Ensuring delivery of our facilitated Support Group meetings
- Coordination of our Speaker Series to help raise awareness in our community and educate those impacted by PD

All of this requires a combination of your Marketing, Communication (Website/Social Media), Administrative and People Management skills. There are contracts to negotiate and review (be it for space in community facilities or the contractors that we engage to support you), newsletters to issue, people to manage and an annual budget to prepare with the support of our Treasurer.

As we are a small team and most things happen in the Collingwood area, it would be a real asset if you live in the area and are well networked in our community. Given the nature of the role, it would also be ideal if you had experience with any combination of community-based fundraising, running a small business and/or experience in healthcare. **If interested, please email your resume to Founder Board Chair Ian Ross at ianross@bell.net**