



## **CHIEF JOE MATHIAS BRITISH COLUMBIA ABORIGINAL SCHOLARSHIP FUND**

**Position Title:** Executive Director (Part-Time Contract)

**Reports To:** President and Board Chair

**Location:** Remote, based in Vancouver, with occasional in-person support (e.g., annual board meetings and AGM in Vancouver each July)

**Time Commitment & Compensation:** \$60,000 annually for a part-time position (approximately 50% of a full-time role)

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### **Job Posting Overview**

The **Chief Joe Mathias British Columbia Aboriginal Scholarship Fund** is dedicated to advancing access to post-secondary education for Indigenous students across British Columbia. The Fund awards more than **75 scholarships annually** and plays an important role in supporting Indigenous students, families, and communities.

The **Executive Director** is responsible for the **overall leadership, coordination, and delivery** of the Fund's programs and operations. Reporting to the President and working closely with the Board of Directors, the Executive Director acts independently and is accountable for governance support, scholarship administration, outreach, fundraising coordination, financial and compliance oversight, and communications. This role is central to ensuring the effective operation, accountability, and continued growth of the Fund.

### **Key Responsibilities**

#### **1. Executive & Board Governance Leadership**

- Serve as the primary point of coordination between the President, Board of Directors, and external partners
- Lead the planning and coordination of board and committee meetings, including agendas, briefing materials, and meeting packages
- Ensure accurate preparation, distribution, and record-keeping of board and committee meeting minutes
- Track board decisions and ensure timely follow-up and completion of assigned action items
- Lead the coordination of the **Annual General Meeting (AGM)**, including:
  - Catering, meeting venues, group hotel bookings, and board dinners
  - Coordination of two (2) virtual meetings and one (1) two-day, in-person AGM in Vancouver
- Attend the **July annual board meeting/AGM in person** to manage onsite logistics and ensure governance requirements are met

#### **2. Scholarship Program Administration & Applicant Support**

- Lead the end-to-end administration of the scholarship program, including application intake, screening, review, and award coordination
- Oversee the use of **SurveyMonkey Apply** as the Fund's scholarship application platform, ensuring application cycles are set up, monitored, and closed on schedule
- Coordinate application screening and review processes with the Scholarship Committee and Board, ensuring fairness, consistency, and alignment with Fund criteria
- Act as a point of contact for applicants, providing guidance and support throughout the application process
- Coordinate communications with successful applicants, including award notifications and next-step instructions
- Maintain accurate records of applications, awards, and student data in accordance with privacy and record-keeping requirements

#### **3. Annual Report Development**

- Lead the coordination, design, and production of the Fund's **Annual Report** using Canva
- Coordinate the collection of content from the Students, President, Board, and stakeholders,
- Oversee printing, digital/mail-out distribution, and online submission of the Annual Report
- Ensure timely submission of Annual Reports through corporate funder portals and donor reporting platforms

#### **4. Outreach & Scholarship Development**

- Maintain and oversee a contact list of schools, Indigenous communities, post-secondary institutions, and partner organizations
- Coordinate and support outreach initiatives
- Lead promotion of the Chief Joe Mathias Scholarship within Indigenous communities and schools and track outreach activities

#### **5. Events, Conferences & Public Engagement**

- Lead planning and coordination for the Fund's presence at conferences and events, such as **Gathering our Voices**
- Identify and recommend appropriate events aligned with the Fund's mandate

#### **6. Mentorship Program Leadership**

- Lead the development and ongoing coordination of a mentorship program for Indigenous nursing students
- Coordinate communications, scheduling, and participation between students and mentors identified by the Fund

#### **7. Fundraising & Development Oversight**

- Lead and coordinate fundraising activities, including the preparation and submission of corporate and online funding applications, and the drafting and distribution of donor solicitation and fundraising request letters.
- Track and manage donor and partner relationships, ensuring timely follow-up, donor recognition (including thank-you letters), and completion of required reporting.

#### **8. Financial Administration & Compliance**

- Work with external partners to support the preparation of annual financial statements, and coordinate with accountants and advisors on the filing of the Fund's annual tax return
- Support the President and Board in meeting financial reporting, compliance, and accountability requirements
- Serve as the lead responsible for coordinating and completing all payment processing
- Ensure all payments are prepared, documented, and issued in strict compliance with the Fund's established financial controls and approval process
- Maintain accurate records of payments and supporting documentation to support financial reporting, audits, and compliance requirements

#### **9. Qualifications & Experience**

- Experience as a Senior in a non-profit leadership role
- Strong organizational, administrative, and project-management skills
- Experience working with boards, committees, or governance-driven organizations
- Excellent written and verbal communication skills
- Experience or strong interest in education, youth outreach, or scholarship programs
- Comfort with digital tools including Google Workspace, Canva, Excel, and CRM or donor management software
- Experience with SurveyMonkey Apply or similar scholarship application platforms is considered an asset
- Fundraising, grant writing, or donor reporting experience is considered an asset

#### **Values & Fit**

The successful candidate will be **self-directed, accountable, and culturally responsive**, with the ability to lead work independently while maintaining strong relationships with the President, Board, students, donors, and community partners. A deep commitment to Indigenous education, student success, and community impact is essential.

#### **Application Submissions**

Please email your resume or CV directly to [chiefjoemathias@gmail.com](mailto:chiefjoemathias@gmail.com).