

Programs Director

Position Type: Part-time leading to a possibility of Full Time

In the spirit of its motto "Through caring and learning, we help to build a better tomorrow" *Lotus Light Charity Society* (Vancouver) is a registered non-profit charity dedicated to helping the most vulnerable in our community. The Charity has been active in the four areas:

- Educational Advancement
- Medical Assistance
- Social Services Development
- Cultural Awareness

If you are a strategic leader with exceptional relationship building and change management skills, we encourage you to consider this challenging opportunity: **Programs Director**. A minimum of 3 years' experience within a not-for profit or similar organization in senior administrative or leadership position plus post-secondary education in the related field are required. The successful applicant should also have experiences working in a nonprofit organization, program development and management, fundraising and volunteer training and coordination etc. Excellent English written and oral communication required with additional preference in Chinese an asset. Please submit a cover letter, CV, 3 references, and salary expectations to lscsvancouver@gmail.com.

We thank all applicants for their interest. However, only those candidates short-listed for an interview will be contacted. No phone calls please.

PRIMARY RESPONSIBILITIES AND DUTIES

Strategic Planning and Management

Provides expert liaison and staff support for the Board of Directors and Advisory Committee and works closely with the Board of Directors and its committees to develop strategic and operational plans.

On-going Operations

Provides overall leadership and responsibility for excellence in the operations, maintenance and growth of the Charity, its personnel, programs and facilities within annual operating budgets.

Program and Committee Supervision

Maintains overall responsibility for the planning, organization, implementation and evaluation of all programs and services as they relate to activities of the Charity.

Communications, Education and External Relations

Works as the face of the organization, promoting the Charity's mission to stakeholders, donors and strategic collaborators. Represents the Charity at public events. Develops and implements communications material, including: press releases and social media updates etc.

Fundraising and Development

Works with the Board of Directors and Advisory Committee Members to: develop and implement fund-raising programs, plans and activities; ensure strategic alignment of development activities, (including growth), and; manage sustainable donor relations and financial partnerships.

Volunteer Training and Coordination

Recruit and train volunteers, organize and lead volunteer orientation sessions, work with, support, and evaluate volunteers, maintain the volunteer records, organize and accomplish volunteer recognition and appreciation activities and events, develop and keep recruiting, training, and orientation materials current, .

Other duties as required.

Lotus Light Charity Society
#200, 357 Hastings St East
Vancouver, BC V6A 1P3