



Box 955, 9380 Hwy 97N, Vernon, BC V1T 6M8 T: (250) 542-7868 www.okeeferanch.ca

O'Keefe Ranch & Interior Heritage Society

Job Description

Job Title: Finance Director
Primary Functions: Fundraising / Grant Writing / Marketing / Administration
Reports to: Board of Directors

Summary

This Director is responsible for the overall financial health of the O'Keefe Ranch & Interior Heritage Society's (The Ranch) fundraising and grant activities. Their primary focus is on the management of finances, including grant applications, budget creation and management as well as develops and maintains contracts with entrepreneurs and other contractors on site who operate small businesses in order to improve the visitor experience. This Director establishes and executes the major financial goals and objectives for The Ranch and implements fundraising/finance policies established by the Board of Directors.

The Finance Director (FD) provides leadership, direction and guidance of the Ranch's Administration and Marketing staff and works in conjunction with the Leadership Team to assess and execute these functions. Financially, the FD analyzes and evaluates the effectiveness of all organizational operations; develops and maintains organizational structure and coordinates major fundraising and financial activities through subordinates.

The Finance Director works very closely with the Operations Director with some shared roles and responsibilities. The two positions will operate as one to report to the Board of Directors. The FD will also work as part of the Managerial Leadership Team and provide that group with guidance, support and resources to implement The Ranch strategies.

Experience working with Non-Profit organizations and Arts & Cultural Management an asset.

Responsibilities / Duties:

General (shared responsibility with Operations Director)

- Executes board-approved financial policies and any other board directives
- Directs and oversees short and long term strategic plans
- Attends monthly board meetings and presents financial summaries and fundraising initiatives monthly
- Works with board in order to fulfill the organization's mission
- Responsible for leading the O'Keefe Ranch in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Administration/Marketing

- Acts as a spokesperson for organization
- Ensures administrative and marketing staff remain current to organization business and board directives/approvals that affect their functions and areas of responsibility
- Works with the Board of Directors on governance policy issues by providing support and by initiating approved recommendations or actions
- Oversees that marketing strategies are implemented and effective
- Responsible for ensuring that marketing initiatives are in alignment with board policy and are consistent with The Ranch's brand
- Recommends to the Board changes to policies and procedures that would improve the organization
- Maintains an effective and cost efficient environment
- Submits all information, reports and records as requested or required by law to appropriate government officials or the board of directors
- Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach
- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate

- Executes the Strategic Communications Plan
- Responsible for communicating effectively and regularly with the City of Vernon, the North Okanagan Regional District, and the Township of Spallumcheen

Financial

- Develops resources sufficient to ensure the financial health of the organization
- Develops relationships with local entrepreneurs and contracts small business owners to operate businesses on site
- Maintains full awareness of the complete financial, statistical, and accounting records of the organization
- Develops monthly reports and oversees weekly reconciliations
- Ensures that operating results established in the annual budget are achieved and the control of operating expenses is within budget
- Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting
- Signs all checks
- Leads in grant applications and new grant research
- Leads all new business venture decisions and implementation
- Ensures the preparation of the annual budget for board approval
- Seeks out new revenue streams; researches and presents complete ideas to the Board for direction
- Oversees all accounting functions including payroll, A/P, A/R, general bookkeeping