

“RESTRICTED FUND ADMINISTRATOR”

Position Summary

This position, yet to be officially named, will be responsible for administering the two new restricted funds on behalf of Manitoba Council, as well as building and maintaining relationship with the United Way liaison and completing funding application and reporting requirements. The fund administrator is a non-voting position.

Role + Responsibilities

- Administrate the two restricted funds per the standardized guidelines set by Manitoba Council
- Communicate with members and districts regarding funding requests
- Communicate with national finance team (or potentially provincial treasurer) to process funding payments
- Provide fund updates prior to each Manitoba Council meeting
- United Way Funding specifically
 - Ensure funding is administrated according to existing agreement
 - Communicate with United Way
 - Build intentional relationships with United Way
 - Provide results on measurable metrics as requested by United Way
 - Connect with Winnipeg districts and units for monthly happenings
 - Complete and submit annual reports each fall, complete and submit full renewal package every third year
 - Attend in-person meetings with United Way liaison, as well as events when invited
- Seek out potential new donor relationships
- Other tasks as communicated

Candidate Requirements

- Current adult member of Girl Guides of Canada
- Alignment with the vision, mission, and values of GGC
- A member of GGC for 2+ years
- Up-to-date Police Record Check
- Located in Winnipeg (due to funding agreement with United Way)
- Experience with finances or grant applications an asset
- 1-3 hours per week
- Three-year term (initial term will be Sept 2024 through Dec 2027)

