



Ontario Turfgrass Research Foundation (OTRF) EXECUTIVE DIRECTOR Position:

Who we are:

The OTRF directs and promotes research for the benefit of the turfgrass industry and the general public. The Ontario Turfgrass Research Foundation is a volunteer board of professionals of the turfgrass industry dedicated to the future of turf research. Their objectives are to support the scientific research of turf culture for the advancement of the turfgrass industry.

What we are looking for:

We are looking for someone who is interested in a part-time position (approximately 15 hours per week) who has a flair for fundraising, bookkeeping, social media, event planning, and building relationships within a community. This individual will demonstrate professional experience working with not-for-profit or charitable organizations. Experience in the turf industry is considered an asset. The office is located in Guelph.

General Responsibilities:

- Responsible for executing all business operations including finances, meetings, strategic planning, events, marketing, and research project management.
- Official spokesperson of the foundation, communicating with donors, researchers, industry associations, corporate sponsors, media and board directors.
- Actively engaged in all aspects of the organization's activities, fostering effective teamwork of committees and the volunteer board of directors.

Board Administration:

- Overseeing all business aspects of the incorporated Ontario registered charitable foundation, ensuring all business activities of a professionally managed corporation are carried out.
- Execute decisions of the Board, as directed, and keep them fully informed of the conditions and operations of the foundation.

Finances and Business Management:

- Oversees the administration and management of all financial records and provides quarterly reports to the Board of Directors with regular updates to the Treasurer.
- Responsible for all the foundation's financial bookkeeping, including cash flow, banking, invoicing, and receivables.
- Prepares the annual budget and provides recommendations for board approval.
- Regularly communicate with the investment advisor to review and recommend any changes of the investment portfolio to the Treasurer. Function as a legal signing authority for the corporation.

- Provide all material for annual review of finances and work with accountant to fulfill the requirements of the annual financial statement. Maintain a working relationship with the foundation's accountant and seek counsel as needed.
- Responsible for submitting the required annual documents reports to maintain legal charity requirements at the provincial and national government levels. Ensure that the charity's activities are in compliance with the OTRF's corporate bylaws and seek legal counsel if required.
- Maintain adequate commercial insurance coverage on all aspects of the organization and D&O coverage for the board of directors. Apply for appropriate insurance for conferences/ events.
- Ensure an operational business office is functional at the Guelph Turfgrass Institute, Guelph, ON.
- As required throughout the year, prepare materials, schedule, and coordinate logistical arrangements for board meetings including maintaining official records of same.

Foundation Activities

- Plan, promote and administrate official events and/or fundraising activities for the purpose of raising money to support the annual activities of the foundation.
- Execute annual charity golf tournament including arranging venue and event details, organizing registration, recruiting industry sponsors and financial management.
- Organize and manage all aspects of the required annual membership AGM including assistance with recruitment of new board members and filing of minutes with the corporation's lawyer.
- Promote the foundation by attending industry related events such as open houses and conferences.
- Coordinate and participate in all Committee meetings and Director meetings with potential donors.
- Correspond with related allied associations, maintaining effective relationships with local and national turfgrass industries.

Communication:

- Create and produce OTRF promotional materials, social online posts, and newsletters.
- Assist in the Maintenance of OTRF website, preparing and editing content matter posted to site and working with contracted services to update and maintain functionality of site.
- Compose articles for online newsletter with design configurations and distribute to foundation's contact list, updating the data base on a regular basis.
- Design promotional material and when necessary, contract out marketing products or services.
- Maintain social media accounts to promote and raise awareness of the foundation's fundraising activities and research supported by the foundation.
- Act as the project leader for OTRF's annual research funding disbursement.
- Prepare and release a national call for proposals, collate submissions and work with the Board's research review committee to review and select new projects to fund.
- Facilitate all communication with researchers including setting up contracts with researchers and their affiliated research facilities.
- Administer all documentation and finances throughout the project period including transferring funds and management of submitted interim and final project reports.

The OTRF Executive Director is required to always act in the best interest of the charitable foundation, maintaining the foundation's integrity while overseeing all business aspects of the charity.

Please submit all resumes to info@otrf.ca