



Law Foundation of PEI (LFPEI)
Executive Director

The Law Foundation of PEI (LFPEI) is a non-profit organization established in 1973 under the *Legal Profession Act*. A voluntary Board of Governors carries out the Foundation's mandate as outlined in the Act. LFPEI promotes the advancement of legal knowledge and access to justice for all Prince Edward Islanders. We do this by funding projects and encouraging partnerships that advance the Foundation's mandate.

The Law Foundation of PEI seeks a self-motivated part-time **Executive Director**. ideal candidate will assist the Board of Governors to carry out the Law Foundation's mission and mandate. The Executive Director is responsible for the operations and overall management of LFPEI and manages the annual grant process, and the development and coordination of outreach, communication plans, and Board activities. The Executive Director is accountable to the LFPEI's Board of Governors.

Responsibilities:

- Work with the Board to develop and implement plans to advance LFPEI's strategic priorities
- Report to the Board and provide them with the information required to make informed decisions
- Stay informed on access to justice issues, trends and needs locally, regionally, and nationally
- Oversee the annual budget planning process and financial audits
- Manage the grant application process, including enquiries, letters of intent and applications; coordinate the review process and preparation of assessment packages
- Manage and continually improve the grant program, including, reporting and evaluation, and providing support to grantees, as required
- Develop and manage communication activities, including updating the website updates and preparing press releases
- Attend and participate in various events and meetings on behalf of LFPEI
- Establish an annual schedule of board meetings, arrange meetings and prepare agenda and minutes
- Prepare reports, presentations, procedural manuals, policies, and other documentation as needed
- *Other duties as a requirement*

Qualifications:

- A degree from a recognized post-secondary institution in a related field
- Minimum of 3 years recent experience in management, project management and/or grant management
- Experience working with non-profit organizations preferred
- Experience in areas of board relations, business operations, project/change management, financial management, data analytics, communication and relationship building
- Ability to work independently and with committees and board
- Strong written and verbal communication skills
- Strong time management and ability to prioritize tasks and organizational capabilities
- Ability to build relationships and engage stakeholders in working toward organizational goals



- Competent in Microsoft applications (Outlook, Word, Excel, PowerPoint)

Requirements:

- Flexible working hours, with an average of 15 hours (2 days) per week except during periods of increased activities
- Some evening
- Some off-Island travel
- Valid driver's license and access to a reliable vehicle

This is a remote job, but the person must live on Prince Edward Island. LFPEI intends to onboard the successful candidate for this position as soon as possible.

This position will provide a competitive salary of ranging between \$30,000 - \$35,000 based on 15 hours per week depending upon qualifications and benefits.

Applications will be received via [Indeed only](#). Inquiries can be made in confidence to Jacqui Janes at jacqui@resolveHR.ca with "Executive Director - LFPEI" in the subject line.

Deadline: December 16, 2022

As an employer that values diversity in its workforce, we encourage all interested candidates to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.