



Calgary Changemaker School

Critical Thinking + Empathy + Creativity = Changemaking

OPENINGS FOR BOARD OF DIRECTORS: July 2023

Join the Calgary Changemakers in Education Society volunteer Board of Directors and shape the future of education in Calgary! We invite dedicated individuals to join our not-for-profit, charitable organization, bringing diverse experiences, skills, and a strong commitment to our mission and vision.

The Board exists to ensure the viability of the school and charitable organization for future generations but is always at an arms length from the day-to-day operations of the school. As a Board member, you will play a crucial role in driving positive change and innovation within our school community and beyond for years to come.

If you or someone you know might be interested, please email your letter of application to info@changemakersedu.com, including:

- which volunteer board role(s) you are applying for
- your relevant skills, expertise and professional/educational background
- reasons for applying
- your connection to the Calgary Changemaker School community (if applicable)
- any prior Board experience

We value varied expertise, diversity and inclusivity, encouraging applications from individuals with varying backgrounds, skillsets and perspectives. Join our Board of Directors and make a lasting impact on education in Calgary and contribute to our school and organization's growth and success. Together, we will create a better future for all learners.

Key qualities we seek in potential board members include:

- Experience and Expertise: Your expertise in business, finance, governance, fundraising, law, or other relevant fields will contribute to our collective success.
- Commitment to Mission and Vision: Passionate advocates aligned with our core values, dedicated to effecting positive change in education.
- Empathy and Collaboration: Prioritizing empathy, collaboration, and embracing diverse viewpoints in decision-making processes.
- Impartiality and Confidentiality: Upholding impartiality, maintaining confidentiality, and making decisions in the best interest of our organization and community.



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As a Calgary Changemaker School Board Member, your responsibilities will include:

- **Making a minimum commitment of one full year (up to maximum of 3 years).**
- Prioritizing the well-being of the entire school community, maintaining impartiality and confidentiality.
- Focusing on the 'business-side' of operations rather than the day-to-day 'school-side' of operations to ensure the long-term sustainability of the Calgary Changemaker School.
- Ensuring the organization's financial health.
- Ensuring compliance with legal and government requirements.
- Providing targeted and active support in areas such as governance, finance, fundraising, marketing, and human resources.
- Maintaining a strong working relationship with the Head of School and Board Chair.
- Identifying and disclosing conflicts of interest.
- Attending all quarterly Board meetings and regularly attending the applicable monthly sub-committee meetings.
- Leading a sub-committee related to your role (if applicable).
- Participating in voting on motions.

We welcome applicants with relevant experience and skills for the following Board positions to start August 2023 (*see additional role descriptions attached below*):

- **Board Chair**
- **Director of Fundraising, Grants & Donor Relations**

Ideal skills and attributes of high-performing board members include effective teamwork, relationship-building, discretion, active listening, self-reflection, empathy, enthusiasm, collaboration, courage, and integrity. We embrace diversity, equity, and inclusion, ensuring all individuals within our community feel represented and valued.

The application process includes applications, interviews, nominations, and a final vote by the Board of Directors. **50% of our Board members will be made up of parents with children currently enrolled in the Calgary Changemaker School but applications are open to all.** We consider skills, expertise, experience, a willingness to work hard in the role and the ability to collaborate and work well with others.



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Board Chair:

As Board Chair, your role will be critical in providing leadership, guidance, and strategic direction to the school's board of directors and Head of School. As the Board Chair, your role is to foster a positive and productive board culture, ensuring the school's mission is upheld, and the best interests of the students and the institution are at the forefront of all decisions. Here are some key responsibilities and job descriptions for the Board Chair position:

Leadership and Governance:

- Provide strong leadership to the board, fostering an atmosphere of collaboration, respect, and open communication among its members.
- Must have a strong business sense and be prepared to build a network of advisors familiar with the independent school system to ensure that the board operates effectively and fulfills its legal and fiduciary responsibilities.
- Oversee board meetings, setting the agenda, and facilitating discussions to ensure all relevant issues are addressed.

Financial Oversight:

- Work with the board's treasurer and accounting department to review and approve the annual budget and ensure that financial resources are managed prudently.
- Oversee the school's financial performance and ensure compliance with relevant financial regulations.

Fundraising and Development:

- Play an active role in fundraising efforts, leveraging personal networks and connections to attract donations and sponsorships for the school.
- Participate in donor cultivation and stewardship activities along with the Director of Fundraising.

Community and Public Relations:

- Represent the school to the wider community, promoting its values, mission, and achievements.
- Build positive relationships with parents, alumni, donors, and other stakeholders.

Conflict Resolution:

- Act as a mediator in conflicts that may arise within the board or between the board and the administration.
- Help create policies and facilitate productive resolutions that maintain the school's unity and focus.

Succession Planning:

- Collaborate with the board to ensure a smooth transition of leadership, including the recruitment and onboarding of new board members and a new Head of School when/if applicable.

Advocacy and Education:

- Advocate for the school's interests at public forums and with relevant educational authorities.

NOTE: This is a volunteer position with the potential for a significant tuition relief for your children who attend the school after 6 successful months working in the position. While the role does not offer monetary compensation at this time, it provides an opportunity to make a meaningful contribution to the school's success and play a vital role in shaping the future of its students.



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Director of Fundraising, Grants & Donor Relations:

As the Director of Fundraising, Grants & Donor Relations for a private school, your primary responsibility is to develop and implement strategies to secure funding and support for the school's programs, projects, and initiatives. This is a critical role in ensuring the school has the financial resources necessary to provide a high-quality education and enriching experiences for its students. Here are the key responsibilities for the position:

Fundraising Strategy:

- Develop a comprehensive fundraising strategy aligned with the school's goals and financial needs.
- Identify fundraising opportunities, events, and campaigns to generate revenue
- Create and manage an annual fundraising calendar.

Grant Applications:

- Research and identify potential grant opportunities from foundations, corporations, and government entities.
- Prepare and submit compelling grant applications and proposals.
- Collaborate with relevant school staff to gather necessary data and information for grant applications.

Donor Cultivation and Stewardship:

- Cultivate relationships with current and potential donors, including alumni, parents, businesses, and community members.
- Develop personalized cultivation and stewardship plans for major donors and prospects.
- Ensure timely and meaningful acknowledgment of donations.

Fundraising Events & Budget:

- Plan, coordinate, and execute fundraising events to engage donors and raise funds.
- Collaborate with event committees, volunteers, and vendors to ensure successful events.
- Work with the school's financial team to set and manage the fundraising budget.
- Monitor and report on fundraising expenses and revenues.

Data Management and Reporting:

- Maintain accurate donor records and ensure the donor database is up-to-date.
- Generate regular reports on fundraising progress and outcomes for the board and school administration.

Collaboration and Communication:

- Collaborate with the Board of Directors, school leadership, and other staff to align fundraising efforts with the school's needs and priorities.
- Communicate effectively with donors, expressing gratitude and providing updates on the impact of their contributions.

NOTE: This is a volunteer position with the potential for a significant tuition relief for your children who attend the school after 6 months of demonstrated success working in the position. While the role does not offer monetary compensation at this time, it provides an opportunity to make a meaningful contribution to the school's success and play a vital role in shaping the future of its students. This position has the potential to lead to a paid position in the future.