VOLUNTEER OPPORTUNITY

POSITION: Director of Financial Stewardship, Board of Directors

LOCATION: Remote (GTHA)

REPORTS TO: Chair, Board of Directors

TIME COMMITMENT: 3-5 hours/month

TERM: Two-year commitment

ABOUT US:
The Community Climate Council (CCC) is a committed team of volunteers in Peel Region driven by the urgency of the climate crisis. Through a combination of climate literacy and political advocacy, we empower our community to push for bold climate policies and take proactive steps toward change. Founded with the vision of creating a platform for local voices to demand action, our work is rooted in community-led solutions. We approach every project with a focus on collaboration, ensuring that our efforts are both community-centered and solutions-driven.

The CCC Board is an engaged governance body, with each member expected to attend 12 meetings per year, proactively participate in subcommittee work, and contribute to strategic initiatives between meetings. As is standard in nonprofit governance, board directors cannot be financially compensated for their service — this is a volunteer position.

We strongly encourage applications from youth, individuals across diverse ethnocultural backgrounds, and those with lived experience in environmental and social justice movements. Familiarity with the socio-political and environmental landscape in Peel Region and the Greater Toronto Hamilton Area (GTHA), as well as previous board experience, are considered assets.

ROLE DESCRIPTION:
The CCC is seeking a **Director of Financial Stewardship** to lead and manage the organization's financial operations, support strategic planning, and strengthen the Council's long-term financial sustainability. This role is ideal for someone who is detail-oriented, financially literate, and passionate about supporting community-based climate action.

The Director of Financial Stewardship will oversee CCC's financial accounts, manage and track donations, and collaborate with teams to develop creative fundraising strategies. They will also support CCC Grant Writers by providing direction on priorities, timelines, and next steps in the grant writing process.

KEY RESPONSIBILITIES:

- **Financial Leadership & Oversight:**

    - Present budgets, financial statements, and performance reports to the Board.
    - Support the development of annual budgets and updated financial forecasts.
    - Analyze financial data and provide recommendations to support strategic decision-making.
    - Advise on financial implications of strategic and operational plans.
- **Financial Compliance & Controls:**
    - Ensure accurate financial record-keeping in collaboration with CCC's accountant.
    - Maintain strong internal controls and appropriate financial systems.
    - Ensure compliance with CRA requirements and other relevant legislation (e.g., tax returns, etc.).
    - Prepare accounts for audit and liaise with auditors.
    - Ensure fundraising and sales activities follow legislation and financial controls.
    - Establish payroll systems if/when the corporation expands.
- **Fundraising & Development:**
    - Manage and track donations and financial contributions.
    - Collaborate with teams on creative fundraising strategies.
    - Support grant development by guiding Grant Writers on priorities and deadlines.
- **Board & Governance Responsibilities:**
    - Attend monthly Board meetings (12 per year).
    - Participate in subcommittee work and strategic initiatives.
    - Stay informed about CCC programs, projects, and external trends.

QUALIFICATIONS:

- **Skills and Experience:**
    - Highly skilled in Quickbooks.
    - Experience in financial management, accounting, budgeting, or nonprofit finance.
    - Experience pitching products and ideas to other companies and knowledge of scaling businesses and social enterprises.
    - Experience/worked with, or knowledge of credit unions is an asset.
    - Strong organizational skills and attention to detail.
    - Ability to interpret financial data and communicate insights clearly.
    - Experience with fundraising, grant writing, or donor management is an asset.
    - Familiarity with nonprofit governance and financial compliance requirements.
    - Knowledge of the environmental sector, climate justice, or community advocacy is an asset.
- **Personal Attributes:**

- Passion for climate justice and enthusiastic about contributing to community-based climate action.
- Self-motivated and able to manage multiple priorities.
- Committed to equity, transparency, and collaborative decision-making.
- Adaptable and comfortable working in a dynamic volunteer environment.

BENEFITS OF THE OPPORTUNITY:

- Contribute to meaningful climate action and community resilience in Peel Region and beyond.
- Gain experience in nonprofit governance, strategic leadership, and community engagement.
- Build a professional network with community leaders and environmental advocates.
- Support a mission-driven organization working toward a just and sustainable future.

HOW TO APPLY:

Please submit your application via our Google Form and indicate your interest in the **Director of Financial Stewardship, Board of Directors** position.

If you have any questions, prefer to apply through an alternate format, or require any additional information/accommodations during the application process, please contact us at hr@cccpeel.org.