

# Leaders

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**Opportunity Profile**  
**President (Part-time Volunteer)**  
**Location: Calgary**



## About Calgary Black Chambers

<https://calgaryblackchambers.ca/>

Calgary Black Chambers (CBC) is a not-for-profit organization whose mandate is to increase Black leadership capacity and uplift Black culture throughout Calgary by community volunteering and providing scholarships for our future generations. The CBC forges opportunities for Black professionals to further their professional development and give back to their community.

In 2019, Calgary's black people had limited options to connect outside their respective communities, and a group of black professionals decided it was time to change this. The founding members of the Calgary Black Chambers help the culture of Calgary flourish through providing a strong, unified voice for the 3.5 percent of Calgarians who self-identify as Black.

Calgary Black Chambers works to create a unified, thriving local Black community through its 4 pillars:

- |                    |  |
|--------------------|--|
| <b>Mentorship</b>  | Our mentorship program is designed to help build confidence in Black students & young professionals.   |
| <b>Scholarship</b> | Elevating Black students through scholarships, recognition, and financial support.   |
| <b>Fellowship</b>  | We've created a safe space of Fellowship for Black professionals and students to share their expertise, experiences, and thoughts.               |
| <b>Advocacy</b>    | We are a strong voice for the Black community, championing empowerment and positive change through education, outreach, dialogue and engagement. |





## The Opportunity – President

**Location:** Calgary

**Reports to:** Board of Directors

**Time Commitment:** Part-time – estimated time commitment is an average of 20 hours/month

The President serves as the strategic and operational leader of CBC, reporting directly to the Board of Directors. This pivotal role provides direction and oversight to the Program Coordinator, Treasurer, Pillar Directors, and all volunteers, ensuring effective execution of the organization’s initiatives. The President also works closely with Board members, donors, and community partners to advance CBC’s mission and foster strong, collaborative relationships across the organization and broader community.

## Essential Duties & Responsibilities

### Strategic & Organizational Leadership

- Collaborate with the Board of Directors to develop and implement CBC’s strategic vision and plan.
- Work with the Treasurer, Program Coordinator and Pillar Directors to establish annual operating plans, including goals, accountabilities, budgets and outcome metrics.
- Oversee operations, including major events.
- Guide and support Pillar Directors and Program Coordinator to ensure mission-aligned delivery of programs and initiatives.



### **Fund Development & Financial Sustainability**

- Lead and support fundraising initiatives, including grant writing, sponsorship outreach, donor engagement, and stewardship.
- Work with the Board, Program Coordinator, Treasurer and volunteers to secure diversified and sustainable revenue streams for scholarships and operations.

### **Relationship Management**

- Cultivate and maintain strong relationships with corporate sponsors, government agencies, community organizations, and individual donors.
- Represent CBC publicly at events, in the media, and in policy discussions.
- Serve as liaison among internal stakeholders, including Board members, Program Coordinator, volunteers, the Treasurer, Pillar Directors and others.

### **Governance & Administrative Leadership**

- Primary interface with the Board, involved with planning and conducting meetings, reporting and relationships
- Ensure compliance with governance best practices and maintain transparent and ethical operations.
- Manage organizational records, budgets, and reports in collaboration with the Board.

## **The Person**

The ideal candidate brings proven leadership experience within non-profit, volunteer, community, or social impact environments, paired with strong interpersonal and relationship-building skills. They are an effective communicator with excellent verbal, written, and organizational abilities. Experience in fundraising, sponsorship, or grant development is considered a strong asset, as is familiarity with governance, board relations, or volunteer coordination. A demonstrated commitment to advancing Black communities, equity, and social justice is essential.

## **Express Your Enthusiasm**

Email a convincing cover letter and tailored resume (PDF or Word) to **Shalini Bhatt** or **John Dugdale** at [calgary@leadersinternational.com](mailto:calgary@leadersinternational.com), indicating the job title in the email's subject line. Deadline for application is June 30, 2025.

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