



# CAPACITYCANADA

## External Advisor/Contractor Opportunity

Do you have your own consulting business? Do you have experience in the non-profit industry? Do you love to support non-profits in delivering their mission? Are you bilingual in English and French? If so, this may be an opportunity for you. Capacity Canada is looking for a bilingual contractor to work with their clients.

What does Capacity Canada do?

Capacity Canada is a registered charity that works with non-profits to leverage their strengths by allowing them to exercise new ideas to fill unmet needs in their communities. Capacity Canada provides resources and professional supports that enhance leadership skills, encourages cross-sector collaboration, promotes knowledge share and encourages social innovation.

What would I be doing?

Capacity Canada has an immediate need for a bilingual contractor to support its MatchBoard program. MatchBoard is Capacity Canada's one of a kind program that pairs talented corporate employees with meaningful board service opportunities. The role involves:

- Acting as a liaison between corporations whose employees are seeking Board level volunteer positions with non-profits.
- Outreach and networking with Board Chairs, CEOs and other senior leaders in the non-profit field
- Brainstorming and evaluating potential non-profit Board opportunities that align with the Board Candidate's interests
- Coaching candidates through the Board Member application process
- Providing ongoing coaching to the candidate on how to be an effective board member

Why should I consider being a contractor for Capacity Canada?

- Do meaningful work that has a positive impact in communities across the country
- Work alongside a compassionate and dedicated group of highly skilled contractors
- Continue to link with and build your non-profit network
- Meet and work with highly motivated senior leaders in the for-profit and non-profit sectors

- Learn from highly skilled and respected professionals with different skill sets than your own, while sharing your unique skill set with the team
- Opportunity to grow and develop within areas of your interest

What are we looking for?

- Fluency in both English and French
- Experience work with the non-profit sector
- Strong understanding of non-profit board functions (operation, strategic and governance boards)
- Passion and desire to collaborate and liaise with both non-profits and for-profits
- Strong communication and networking skills

Are there bonus points?

You Bet! Extra points for any of the following:

- Senior management experience in the non-profit field
- Experience working with or serving on a non-profit Board

Other Important Details:

Capacity Canada is looking for an advisor/contractor who operates their own business. Please note that this is not an employment opportunity.

I am interested! How do I learn more?

Please send a note to [julie@capacitycanada.ca](mailto:julie@capacitycanada.ca) outlining why you are interested in working with Capacity Canada and how your education, experience and other attributes set you up for success.

If you have any questions or there is a way that we can make this process more accessible, please reach out to [julie@capacitycanada.ca](mailto:julie@capacitycanada.ca)