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## **SENIOR EXECUTIVE POSITION**

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MoneyMinding International Inc. is expanding and we are seeking interested candidates for senior executive positions. There is an immediate opening for someone in a high level consultative role to work directly with the Board of Directors and CEO to strategically align the company as it becomes a publicly traded entity. This individual must have an entrepreneurial spirit and experience in constant interaction with all levels within the company to help plan and accomplish company objectives.

### **Primary Tasks & Responsibilities:**

- Work with the company to plan, develop, and implement strategies for generating resources and/or revenues for the company.
- Review of company operations to ensure production efficiency, quality, service, and cost-effective management of resources – high level project management.
- Review company operational procedures, policies, and standards for compliance.
- Review activity reports, financial statements and sales targets to determine progress and status in attaining objectives and revise objectives and plans in accordance with current conditions.
- Represent the company at legislative sessions, committee meetings, and at formal functions.
- Promote the company to local, regional, national, and international constituencies.
- Identify and negotiate acquisition and merger opportunities and direct implementation activities.
- Write, review and negotiate agreements, contracts and proposals – internally and externally.
- Develop a plan for building a fundraising network using personal contacts, direct mail, special events, and foundation support.
- Representation at Board of Director meetings when requested / required.
- Other duties as assigned.

### **Requirements and Competencies:**

- Minimum 10 years experience in a leadership role for a start up or division within a company.
- Proven ability to develop forecasts and manage resources using MS Excel plus experience in program budgeting and fiscal management with the ability to analyze and interpret data.
- Excellent project management skills with experience in strategic planning and execution; analytic and decisive decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals.
- Knowledge of contracting, negotiating, and change management. Skill in examining and re-engineering operations and procedures. Experience in formulating policy, and developing and implementing new strategies and procedures.
- Experience and understanding of the inner workings of a publicly traded company. Knowledge of public relations principles and practices. Knowledge of communication and public relation techniques.
- A strong marketing background with successful application is preferred.
- Ability to develop and deliver presentations.

- Ability to identify and secure funding / revenue sources.
- Work requires professional written and verbal communication and interpersonal skills. Ability to communicate and interact with officials at all levels of government, corporations and to work effectively with a wide range of constituencies in a diverse community.
- Work requires willingness to work a flexible schedule with potential travel.
- Being a team player is of the utmost importance as well as being action-oriented, entrepreneurial, flexible, and having an innovative approach to operational management.
- Ability to produce results with minimum supervision in a fast-paced environment.
- Strong communication, negotiation, interpersonal, presentation and computer skills.
- Goal and target driven.

**Potential Career Opportunities:** Permanent Senior Executive Position

**Compensation:** Contractual agreement for cash and equity dependent upon experience

**Location:** Victoria, BC Canada