

Executive Director Job Description

Revised Nov. 2017

The Executive Director provides vision, direction, and ongoing support to staff and Board members, and facilitates stakeholder relations in accomplishing the goals and objectives of Shekinah Retreat Centre. The Executive Director is responsible for all aspects of planning, fundraising, and programming, along with fulfilling administrative and financial responsibilities. The Executive Director is responsible for maintaining positive public and staff relations. An entrepreneurial and creative approach is essential.

The following represents a summary of specific duties and requirements for the position:

I. Executive/General Management

- a. Develops a vision for the organization that promotes long-term growth and health, together with the Board.
- b. Serves as an ex-officio member of the Board and subcommittees, acts as advisor to the Board and participates in policy-making exercises.
- c. Assists in the development, implementation, monitoring, and evaluation of all programs, services, and activities approved under a strategic planning process.
- d. Effectively manages the human resources, communications, and office support infrastructure and processes.
- e. Responsible for implementing ongoing administrative functions.
- f. Recruits and coordinates volunteer resources.
- g. Manages all operations required to ensure delivery of quality programs.
- h. Ensures a healthy and safe work environment for staff that meets Health and Safety employment standards.
- i. Holds regular staff meetings and keeps adequate minutes.

II. Resources and Fundraising Development

- a. Develops and implements effective fundraising strategies that meet operational and special project revenue goals.
- b. Oversees the planning and execution of grant applications and fundraising initiatives.
- c. Develops and implements a 3-year plan with performance measures to build private sector support, growing earned revenue and investing in audience development.
- d. Oversees the planning and execution of special events.

III. Community and Stakeholder Relations

- a. Responsible for the resourcing/development of a communications strategy, and overseeing the implementation of that strategy together with staff, including the development of promotional materials, newsletters, and website development.
- b. Manages effective partnerships with business, education, community and government groups, and other organizations that further the goals of Shekinah Retreat Centre.
- c. Attends and participates in relevant provincial and regional meetings, conferences and training.

- d. Develops and implements marketing and public relations programs that will significantly increase the profile and brand awareness of Shekinah.
- e. Represents Shekinah Retreat Centre at relevant conferences/workshops and inter-agency meetings and is responsible for maintaining effective donor relationships.

IV. Financial Planning

- a. Develops and obtains Board approval for the annual budget.
- b. Establishes the required controls to monitor changing financial conditions within the organization.
- c. Maintains cost-effective operating procedures to ensure attainment of financial goals.
- d. Provides the Board with comprehensive, monthly reports on the revenues and expenditure of Shekinah Retreat Centre.

V. Board Development

- a. Develops policies with the Board of Directors to assure proper governance of the organization including legal and financial commitments. Reviews existing policies on an annual basis and recommends changes to the Board where appropriate.
- b. Aids in the preparation of Board agenda and supporting materials.
- c. Ensures that Shekinah carries appropriate and adequate insurance coverage and that the Board understands the terms, conditions and limitations of the coverage.

VI. Leadership

- a. Fosters good working relationships between the Board and Executive Director, the Executive Director and Staff, and the Board and Staff, ensuring the Board has adequate knowledge to be engaged and involved.
- b. While reporting to the Board of Directors, the Executive Director shall consult with the Board Chair on an ongoing basis in between meetings.

VII. Human Resources

- a. Responsible for the hiring, training, supervision, evaluation, and dismissal of employees, seeking Board input when necessary.
- b. Oversees the implementation of the human resources policies, procedures, and practices, including the development of job descriptions for all staff.
- c. Ensures that all staff receive an orientation to the organization, providing training and ongoing coaching and mentoring to improve performance. Keeps adequate documentation of the meetings and/or process.
- d. Implements a performance management process for all staff which includes monitoring the performance of staff on and conducting annual performance reviews. Keeps adequate documentation of the process.
- e. Disciplines staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures and advise the Board Chair prior to any termination.

VIII. Qualifications

- a. Preference will be given to candidates who possess a Diploma, Certificate or Bachelor's Degree in Anabaptist Studies.
- b. Preference will be given to candidates who have experience in leadership or management positions in a not for profit organization.
- c. Highly developed written and oral communication and presentation skills.

IX. Accountability

- a. Directly accountable to the Board of Directors in fulfilling the responsibilities and duties listed herein, and carrying out the goals and visions of the organization.

X. Terms of Employment

- a. Permanent, full time, 40 hours/week, some evenings and weekends will be required.
- b. Salaried position, with salary to be reviewed annually.
- c. Vacation and other earned leaves follow the policies of Mennonite Church Canada.
- d. Evaluation and review of position to be conducted after six months of employment, and annually thereafter.
- e. Criminal record check to be submitted prior to start date.

Shekinah Retreat Centre is an equal opportunity employer and does not discriminate against, race, colour, ethnic origin, creed, sex orientation, age, or physical disability.



Shekinah is to be a setting where all who come have the opportunity to experience the presence and glory of God through discovery, reflection, interaction, community and nature