



<b>Position:</b>	Executive Director
<b>Classification:</b>	Full-time
<b>Place of Employment:</b>	Flexible
<b>Closing Date:</b>	Upon successful hire
<b>Reports To:</b>	Board of Directors

### **Position Summary:**

- As the Board's single official link to the operations of the organization, the Executive Director (ED) will be held responsible to speak for and ensure the staff performance as a whole. Consequently, the ED's role contributions can be stated as performance in two areas: (1) organizational accomplishment of the Board established strategic direction and ends, and (2) organizational operation within the boundaries established in Board Policy, where operational resources are concerned.

### **Qualifications & Competencies**

- Possess a strong biblical knowledge.
- Exhibits and nurtures a passion for lifelong personal spiritual development.
- Demonstrates a strong commitment to biblical marriage and family life and nurtures those relationships with love and integrity.
- A strong sense of calling to come alongside and minister among Indigenous people
- A teachable spirit that exhibits a willingness to learn from and serve Indigenous people.
- Exhibits discernment and sensitivity in cross cultural stewardship ministry.
- Ability to implement a ministry plan, evaluate its on-going effectiveness and make appropriate changes as necessary
- Commitment to Rising Above's vision, goals and principles.
- Christian professional integrity.
- Excellent organizational, resource, and time management skills.
- Excellent people skills.
- Excellent written and verbal communication skills.
- Good computer skills: use of email, Microsoft Word and Excel and data base software.
- Self-motivated and self-directed.
- Ability to work as a team member.

### **ESSENTIAL DUTIES**

#### **40% - PROGRAM**

1. Provide leadership in developing and implementing a strategic action plan to accomplish the SMART goals set by the Board.
2. Provide leadership in developing program, organizational and financial plans with staff to execute the strategic action plan.
3. Oversee programs and evaluate effectiveness.
4. Oversee the establishment of management and operational policies, procedures and standards.
5. Maintain a working knowledge of significant developments and trends related to the ministry of Rising Above.
6. Establish sound linkages with other reputable organizations to accomplish strategic ends.

### **25% - COMMUNICATIONS**

1. Regular reports to the board: Annual Report on cumulative progress toward SMART goals; reports on to date progress towards SMART goals at each of the face to face board meetings; Board committee progress and outcome reports; five-year comparative progress report and strategic plan report, annually updated.
2. Represent Rising Above to organizations, churches and the general public.
3. Promote Rising Above's mission and programs through various means including special events, personal contact, public speaking, publications, online content and mailings.
4. Maintain regular, positive donor relations: prepare monthly donor acknowledgement letter; prepare donor solicitation letters; connect with donors; grow the donor base.

### **15% - FINANCIAL**

1. Oversee the development of strategies for generating revenue to ensure that adequate funds are available to permit the organization to carry out its work.
2. Work with the staff in preparing an annual budget; see that the organization operates within budget guidelines.

### **10% - HUMAN RESOURCES**

1. Be responsible for the recruitment, employment, supervision and release of staff who report directly to ED. Provides consultation to Directors for hiring and release of staff who report to Directors.
2. Ensure that job descriptions are developed, employment contracts are in place, regular performance evaluations are held, and that sound human resource practices are followed.
3. See that an effective management team, with appropriate provision for succession is in place.
4. Ensures adequate staff and operational policies are in place, updated regularly and followed.
5. Provide leadership in staff development and staff meetings.

### **5% - GOVERNANCE SUPPORT**

1. Work with the chair to prepare board agendas.
2. Prepare supporting information for board agendas as requested.
3. Attend all board meetings.

### **5% - LEGAL**

1. Jointly, with staff and board officers, conduct official correspondence of the Agency

2. Jointly, with designated board officers, execute legal documents.
3. Maintain operations meeting federal and provincial legislative standards such as safety, insurance, taxes, labour laws and standards, etc.

**OTHER DUTIES:** as assigned by the Board of Directors and agreed upon by ED.

**AMENDMENTS TO JOB DESCRIPTION:**

- Annual review of job description.
- Amendments of the job description to be approved by the Board of Directors.

**OTHER RESPONSIBILITIES:** Adhere to Rising Above Covenant of Faith and Life.

**Terms of Employment**

- Internship: Six months.
- Hours and compensation: Permanent full-time. Hours are flexible and may vary, but regular hours required are an average of 40 hours per week.
- Salary: to be determined by the salary scale. Annual increase subject to available funds, inflation and performance indicators. Salary will be drawn from the General Fund and funded by way of general revenues subject to available funds. The ED will have the option of raising funds restricted for salary and ministry expenses by way of deputation.
- Vacation: As per staff policy.
- Clergy residence deduction may be claimed under certain conditions, but Rising Above does not accept responsibility for the application and outcomes as determined by Canada Revenue Agency.
- Honoraria: Any honorarium gained from working under the direction of Rising Above must be paid to Rising Above and will be directed to the employee's deputation account. When claiming clergy residence deduction, all honoraria must be directed to the employee's deputation account.
- Group Insurance Benefits: Participation in the group insurance plan is mandatory for staff working 20 hours per week or more. The plan includes Basic Benefits, LTD, extended health and Dental Care (80%). Employees with Indigenous status may opt out of extended health and dental care.
- Government Statutory Remittances: Employee and employer portions of all expenses related to the employee's employment government statutory remittances such as EI premiums and CPP contributions will be covered by the employee's deputation account and in the absence of funds from the General Fund.
- A review of the employee's terms of employment and performance will be conducted annually by the Board of Directors.

**Contact**

Ben Lim, Interim Executive Director, (204) 388-5408 ext. 1, ben@risingabove.ca, www.risingabove.ca

**Application**

To apply, please email Ben Lim a resume and a cover letter. Only those selected for an interview will be contacted.