

Executive Director

Open Arms Mission

Job Posting

Position Overview

Open Arms Mission (OAM) is seeking an enthusiastic, ministry-orientated individual who can provide leadership within our organization and into the broader community. Reporting to the Board of Directors, this position is responsible for the successful management and overall leadership of all aspects of OAM. This role will be the face of our organization, working closely and collaboratively with the Board of Directors, community churches, and partners. The successful candidate will ensure that staff and volunteers are aligned with the organization's mission, vision and values and that everyone is working together to achieve strategic objectives.

About Us

Open Arms Mission is a volunteer driven organization, meeting the physical and spiritual needs of our community. We started as a small food bank in the late 1980's and have grown to a multifaceted ministry with two divisions.

Our Mission Centre houses our drop-in centre, food and hygiene bank, and other programs and administrative offices.

Our Ministry Campus houses our food bank warehouse, Redeemed Lives men's ministry, and small vegetable farm. Donations to our food bank are received, sorted, and distributed from this location.

We are continually growing and developing new programs to serve our community.

Key Responsibilities (and approximate percentage of time)

1. Management and Administration 50%

- Oversees day-to-day operations to ensure the organization is structured to carry out services and programs that are sustainable.
- Provides a physical presence at each location to support employees and encourage volunteers.
- Establishes a work environment in which staff and volunteers are well positioned and empowered as a cohesive team to optimize work efforts.
- Creates corporate guidelines to ensure consistency.
- Ensures professional growth and spiritual leadership of managers.
- Regularly measures staff performance/hours including setting SMART goals, monitoring and supporting progress, approving payroll hours and benefits
- Hires, promotes, and terminates under the best interests and parameters of the organization.

2. Awareness and Relationships 25%

- Builds positive relationships with churches, community agencies, donors and volunteers.
- Initiates and develops relationships with a broad range of community sectors including all levels of government, other non-profit organizations, faith communities, and clients.
- Creates opportunities to raise awareness and promotion of the ministry while expanding donor and volunteer populations

3. Financial Performance and Viability 10%

- Creates annual budget for Board approval, works within approved budget
- Monitors financial performance and advises Board on the development of capital and operational budgets, ensures overall alignment with strategic direction.
- Ensures timely and accurate reporting of financial statements; assesses risks and opportunities.
- Notifies the board of any items not budgeted for that may arise
- Oversees planning and implementation of fundraising strategies and grant writing

4. Compliance 5%

- Ensures that policies, processes, standards and procedures are prioritized and developed in a timely way using best practices.
- Ensures that work is carried out in such a way that complies with government standards

5. Mission/Board Governance 10%

- Provides leadership to the building and suitability of the ministry while promoting short-term goals to further the mission and vision.
- Works collaboratively with the board
- Supports the Board in strategic planning and participates in the creation of the organization's vision ensuring that the vision is shared throughout the organization and has the commitment of all employees and volunteers.
- Communicates and shares information to the Board relative to needs.

Qualifications

- Related Bachelor's Degree (Sociology, Social Work or Business Administration) or other professional designation or equivalent.
- Minimum 5 years' related experience in senior leadership role, preferably in a not-for-profit, faith-based agency reporting to a Board of Directors.
- Demonstrated strong knowledge of business practices
- Ability to manage a large volunteer workforce
- Highly skilled communicator with proven ability to build partnerships and relationships both with internal and external stakeholders
- Ability to create and deliver powerful presentations to varied audiences
- Strong organizational and time management skills
- Must be legally able to work in Canada
- Preference given to candidates with experience overseeing six-seven figure budgets

Open Arms Mission is an equal opportunity employer and welcomes interested applicants to submit their detailed cover letter and resume to careers.oam@gmail.com by November 1, 2022. We thank all applicants however only those selected for an interview will be contacted. Open Arms Mission will provide reasonable accommodation in compliance with AODA when notified by a candidate that accommodation due to a disability is required for the interview process.