

JOB DESCRIPTION – Southeast Sask. YFC Executive Director

SALARY: Set by Board of Directors in accordance with policy manual

HOURS: 40-44 per week

REPORTS TO: Southeast Sask. YFC Board of Directors

REVIEWED: Aug. 2020

The Executive Director shall be responsible for the activities outlined in the Southeast Sask. Youth for Christ (YFC) bylaws, as further expanded herein. He/she shall be of reputable Christian character and must subscribe to the Southeast Sask. YFC statement of faith and abide by the Southeast Sask. YFC policy manual. He/she is responsible to the Board of Directors for the management and the direction of the activities and affairs of Southeast YFC, including development of all programs and the overall spiritual welfare of the organization.

Primary Functions:

1. Staff Leadership and Development

- provide overall leadership for the staff team
- responsible for the ongoing development of staff members
- perform yearly staff reviews according to the current job descriptions

2. Board of Directors

- work with the Board and carry out Board mandates
- attend all Board meetings and report on matters relating to Southeast Sask. YFC's programs, personnel, finances and facilities
- sit as an ex-officio member of all committees established by the Board
- help recruit future Board members

3. Public Relations

- ensure regular communications are sent to supporters reporting on Southeast Sask. YFC activities
- supervise all other mailings and communications issued under Southeast Sask. YFC auspices
- speak to various groups and churches to raise the profile of Southeast Sask. YFC
- meet with individuals and groups to share the ministry of Southeast Sask. YFC
- be part of and ensure good connection with YFC and the local ministerial groups

4. Programs

- provide overall vision and leadership for the programs of Southeast Sask. YFC, maintaining their relevance and effectiveness in accordance with the Southeast Sask. YFC mission statement and the purposes of the organization
- develop, on an annual basis with staff assistance, goals and objectives for Southeast Sask. YFC for submission to the Board

5. Fundraising

- Be responsible for raising 100% of his/her personal support
- responsible for the fundraising activities of Southeast Sask. YFC through communications, personal contacts and special events
- maintain a current donor list and, through regular communications and personal contact, seek prayer and financial support for his/her own deputation account
- support staff in their efforts to keep their deputation accounts healthy

6. General Administration

- supervise the general operations of Southeast Sask. YFC's office
- develop and monitor Southeast Sask. YFC's annual budget
- oversee the general administrative activities within Southeast Sask. YFC and its satellite operations
- be familiar with and adhere to the YFC Canada policies and guidelines and all applicable government regulations
- ensure Southeast Sask. YFC's policy and procedure manuals are kept up-to-date and that Board-approved policies and procedures are implemented within Southeast Sask. YFC
- ensure that adequate and properly maintained facilities and equipment are available for Southeast Sask. YFC's programs and staff

7. Retreats/Conferences

- implement a yearly staff and Board off-site meeting for spiritual rejuvenation, team development, and planning
- participate in National YFC Ministry Conference, regional retreats, and other YFC Canada initiatives

Southeast Sask. YFC Values

The Executive Director will model and champion these values in his/her life and leadership.

VALUE 1: Community Impact

"Develop Positive Community Impact and Awareness"

We want to be known for making a positive impact in our local community. This involves doing innovative and effective ministry in and around Weyburn and Kipling. It also means getting the word out to the community about the important work we are involved in.

VALUE 2: Spiritual Vibrancy

"Pursue Vibrant Spirituality: Bible based, Christ centred, Spirit led"

It is imperative that our organization exudes Christian spiritual vibrancy. This means that both as individuals and as a religious order, we are:

- Bible based - the Scriptures are the foundation of our beliefs
- Christ centered - we focus on following in the steps of Jesus.
- Spirit led - we listen to God and follow his leading.

VALUE 3: Youth Discipling

"Impact and Disciple Youth for Jesus Christ"

Our purpose is to call young people to become life-long followers of Jesus. We develop relationships with youth through our programs that "go where the youth are". Working together with like-minded partners, we are seeking to help young people to:

- Pursue a godly lifestyle
- Be devoted to the Word of God and prayer
- Have passion for sharing the love of Christ

VALUE 4: Leader Developing

"Equip Christian Youth and Leaders for Relevant Youth Ministry"

We believe in the power of a generation of young leaders. It is crucial to empower young people to lead with their gifts, both by 'coaching' and giving them opportunity to lead. We want to be champions of teenagers, but also young adults, volunteers and youth pastors.

VALUE 5: Operational Integrity

“Maintain Financial and Office Integrity and Accountability”

We strive for excellence in how we operate our finances and our organization as a whole. We want to deal with our financial resources responsibly, with integrity and openness to our financial partners. We believe that how we operate as an organization is as important as the ministry we do.

Executive Director – Skills

The Executive Director will continually work at developing these skills:

- Punctuality and effective use of time
- Demonstrates initiative
- Collaborative leadership
- Relational strengths
- Successfully engages others' involvement and commitment
- Business acumen and financial management
- Networking (churches, community groups, youth networks)
- Fundraising (direct mail, major donors, corporate, grants)
- Marketing (promotional pieces, advertising, recruitment, media)
- Communications – written/oral - internally and to various constituencies
- Strategic thinking and planning
- Decision-making and evaluation
- Ability to manage complexity, diversity and change
- Confidence
- Motivating
- Visionary