



Opportunity Profile

EXECUTIVE DIRECTOR
DAMASCUS ROAD FOUNDATION

EXECUTIVE SUMMARY

The Damascus Road Foundation (DRF) is seeking a visionary and interpersonal executive leader who is passionate about ministering to least-reached people groups to join their team as Executive Director.

DRF, a registered Canadian charity and private foundation, is seeking to appoint its first full-time Executive Director (ED). The ED is the senior executive officer of the Damascus Road Foundation and a visionary for the Foundation as it pursues its mission. He/She will be responsible for overseeing all aspects of DRF's operations and will serve as the face of the Foundation to partner organizations and the broader philanthropic and charitable communities. The Executive Director will be a mature and devoted follower of Jesus Christ who is passionate about, and committed to, holding fast and advancing the Foundation's mission.

If you are a humble, servant-leader with experience or deep knowledge of advancing evangelistic activity among least-reached people groups, and a personal mission that reflects the work of DRF, we welcome your application.



POSITION SUMMARY



There are many challenges faced by those on the frontlines of advancing the Great Commission. DRF is seeking an Executive Director who understands and, preferably, has experienced such challenges; an individual who can enter into the Foundation's mission with keen insight and impassioned empathy. The Executive Director will discover opportunities for the Foundation to increase its impact by supporting new, innovative, creative, and effective approaches to evangelism and church planting in least-reached contexts. This will require a clear understanding of the inherent complexities involved in the various strategies employed by DRF's grantees. Such impact will come through the Executive Director's oversight of the Foundation's granting program. Additionally, we believe this will be accomplished by using the Foundation's profile and the Executive Director's network to promote, encourage, and forge paths toward greater collaboration among mission agencies, churches, individuals, and others who are equally concerned for fulfilling the Great Commission. The ED will be a 'big tent' worker – able to work collaboratively and collegially across denominational and missiological spectrums.



VALUES

MISSION

With God's help and guidance, the Damascus Road Foundation desires to support registered Canadian charities that are working throughout the world to bring the Gospel of Jesus Christ to those who are least reached so that they may believe in and accept God's love and salvation. We desire to support and empower the advancement of the Gospel with the goal to see the fulfillment of Jesus' Great Commission and a thriving and multiplying church in each community.

VISION

To see every people group have its own BIBLE (fully translated into their heart language), family of BELIEVERS (disciples who multiply disciples), and BODY (a healthy and growing local church).

PURPOSE

To accelerate the proclamation of the Gospel of Jesus Christ to the least-reached people groups of the world.

CORE VALUES

The core values of the Damascus Road Foundation are:

- Being Spirit-led
- Being wise risk-takers
- Pursuing continuous improvement
- Being a catalyst for accelerating the Great Commission

KEY RESPONSIBILITIES

The DRF ED will be a visionary leader who works in-step with the DRF Board of Directors from whom he/she takes direction and to whom he/she is accountable. The Executive Director will be responsible for overseeing the Foundation's overall direction, administration, budgeting, granting programs, asset monitoring, director education, research, analysis, promotion, development, and implementation of the strategic plan, and recruiting, mentoring, and managing DRF staff.

Mission Advancement

Using the platform of the Foundation, engage with charities, mission agencies, donors, and ecclesiastical denominations and leaders to increase awareness of and engagement toward reaching the least-reached with the Gospel of Jesus Christ. Under the guidance of the ED, DRF will become increasingly known as an encourager, thought leader, and supporter of missions among Canadians working domestically and internationally.

Strategic Planning

Facilitate and serve the DRF Board of Directors in developing the Foundation's annual and long-term strategic plans and, thereafter, monitoring the Foundation's progress towards all its strategic objectives, proposing course adjustments when necessary.



Governance and Board Support

Work closely with the DRF Board Chair to support board members in their responsibility to lead the Foundation. This will include research and the curation of timely, relevant information and speakers to lead the DRF Board in its educational path, ensuring sufficient administrative support for the board and its committees, creating quarterly reports for the board, and maintaining a skills matrix of board qualifications to assist the board as it appoints and orients future board members. In consultation with the DRF Board Chair, develop board meeting materials and agendas (4x/year) and facilitate board meeting discussions as required.

Foundation Management

Form and oversee a team of employees and/or contracted workers required to fulfill the mission, vision, and accomplish the strategic plan of the Foundation. This will result from the creation of a healthy work culture that is representative of the Foundation's values. The Executive Director will serve as the primary liaison between management and the board.

Financial

Ensure that the Foundation operates with sound financial practices and reasonable costs. This will include and require diligent oversight of DRF investments, serving the Investment Committee in its work, producing and monitoring the annual operational budget, and achieving a clean annual financial audit.



Legal and Fiduciary

Ensure that the Foundation fulfills all its legal and fiduciary obligations and conducts its activities in full compliance with the Canada Not-for-profit Corporations Act, the Income Tax Act of Canada, CRA guidelines for Canadian charities, and the corporation's bylaws; providing direction and counsel to the board, as required, in matters relating to the activities of the Foundation vis-à-vis these regulations.



Charity Partner Engagement

Act as the principal ambassador and manager of relationships among charitable organizations working in the areas of the Foundation's interest. This will require regular meetings with charities to investigate opportunities for future support, monitoring of past support, and growing the ability of grantees to improve their accountability structures.

Grant Making

Research and recommend quality and worthy granting opportunities to the board in accordance with the current granting agenda of the Foundation. Provide the board with sufficient and accurate evaluation of each recommended project – and the corresponding implementing organization(s) – to enable the board to make wise and informed granting decisions. This will require some travel to visit partner charities in their domestic and international contexts.



Grant Monitoring and Learning

Placing a high value on learning, the Damascus Road Foundation strives to learn through each grant it makes so that its grantmaking will become increasingly effective toward reaching the Foundation's vision. The Executive Director will ensure the comprehensive post-grant follow-up with all grantees through reporting and meetings as required. Learnings and assessment of past grants, along with summary reports, will be shared with the board to help it grow in its grantmaking ability.

QUALIFICATIONS & ATTRIBUTES

The character of the Damascus Road Foundation Executive Director is of utmost importance as this individual will be the public face of the Foundation and its mission. In addition to the following characteristics, we are seeking an individual who has a track record of integrity who will be able to overcome the inherent power imbalance between donor and charity to establish supporting partnerships with charities and maintain an overall reputation for DRF characterized as thorough, approachable, humble, dedicated, and generous.

The Executive Director of The Damascus Road Foundation will:

- Be deeply engaged in and committed to a vibrant, prayerful, and growing personal relationship with Jesus Christ.
- Share the Foundation's passion for reaching the least-reached with the life-changing message of the Gospel.
- Demonstrate a kind-hearted, spiritual maturity that winsomely embodies the values of the Foundation.
- Be a humble, servant-hearted leader.
- Excel at interpersonal, oral, listening, and written communications skills.
- Be able to travel domestically and internationally.
- Have a capacity to manage and present data to the DRF Board.

QUALIFICATIONS & ATTRIBUTES CONT.

- Have first-hand (preferably domestic and international) experience working in one or more areas of the Foundation's granting focus.
- Possess a strong familiarity with the Canadian charitable sector and, specifically, those organizations working in the areas of the Foundation's granting interest.
- Have a comprehensive understanding of various mission strategies among the least-reached and a proven ability to work within and support collaboration among a diversity of strategies.
- Be legally entitled to live and work in Canada.
- Have a minimum of 5 years' experience in one or more relevant senior leadership positions.
- Willing and capable of signing the Damascus Road Foundation Statement of Faith on an annual basis.

OUR SEARCH TEAM



MARK KRAFT
LEADING THE SEARCH

Mark is a trusted and sought-after executive search leader, with over 20 years of combined experience in the public and private sectors. Bringing a deep level of care and commitment to his clients, Mark has successfully led over 100 executive talent searches across Canada, for roles ranging from CEO to CFO, to COO. With his breadth and depth of experience, Mark has become a respected advisor and go-to expert for non-profit, charity, and faith-based organizations looking to source top executive talent.

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JEFF PITCHFORD
SUPPORTING THE SEARCH

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.

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RYAN FERNANDES
SUPPORTING THE SEARCH

Ryan brings over 15 years of progressive financial, people and global leadership experience across a broad spectrum of Fortune 500, private equity and private businesses ranging from CPG, automotive, food and beverage, and supplements. Having been both a candidate and a hiring manager with several executive recruiters, Ryan has the perspective to help a client clearly articulate their needs and wants as well as identifying a candidate who will excel in the role.

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ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

Location: Cambridge, ON (open to remote)

Application Deadline: February 27, 2023

Short List Interviews: March 2023

Start Date: Spring 2023

HOW TO APPLY

Please forward a PDF of your resume and cover letter to info@nelsonandkraft.com.

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

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