



# Opportunity Profile

DIRECTOR, HUMAN RESOURCES  
MCC BC

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NELSON/KRAFT  
AND ASSOCIATES

# EXECUTIVE SUMMARY

MCC BC is on a mission to share God's love and compassion through global and local relief, development, and peacebuilding. As Director, Human Resources (HR), you will lead MCC BC's efforts to find and equip people to accomplish this world-changing goal through excellent HR strategies, policies, tools, and team support.

Reporting to the Chief Operating Officer and as a member of MCC BC's Senior Leadership Team, the Director, Human Resources leads and supports all aspects of MCC BC's HR functions for over 130 employees and 3,000 volunteers across Social Enterprise, Programs, Advancement, and Administrative departments. Leading a team of four HR professionals, the Director, Human Resources' responsibilities include organizational design, culture, and people strategies, employee and volunteer recruitment and onboarding, employee and volunteer recordkeeping and compliance, employee and volunteer relations and performance management, employee compensation and benefits, employee and volunteer learning and development and communications management, and diversity, equity, and inclusion programs. An important part of this role is liaising with the MCC network to align on and support common HR-related initiatives.

The Director, Human Resources daily models MCC BC's Christian beliefs, values, and mission as you provide expert HR leadership to colleagues, vendors, clients, and stakeholders.

If this sounds like you, we would love to connect!





# WHO WE ARE

Mennonite Central Committee (MCC) is a Christian organization that was founded in 1920 and provides disaster relief, community development, and peacebuilding initiatives in 45 countries.

MCC BC is the provincial arm of MCC that carries out local programs that address poverty here in BC, as well as supporting the global work of MCC by generating funds, personnel, and material aid along with advocacy. MCC BC has an operating budget of \$25 million with approximately 130 staff and over 3,000 volunteers who serve in thrift shops, festivals, special events, material aid, local programs, and other areas.

The Director, Human Resources is a key part of the MCC BC Leadership Team that shapes the direction of MCC BC, and also collaborates with national and provincial MCCs to shape the national vision and strategy for MCC.

MCC has an entrepreneurial culture that has fostered the development of numerous social enterprises including 9 thrift shops, a fair trade outlet, and a café. MCC BC also owns a group of subsidiary companies called HyLand to manage donated real estate and rental properties that generate revenue to support the mission of MCC. This is held as a “legacy” investment similar to an endowment.

MCC is deeply rooted in the church community and is honored to be held with a high level of trust by our supporters and partners in the community for good stewardship and positive results. MCC BC is one of the largest charities in BC and has an A- rating with Charity Intelligence. MCC Canada has an A+ rating and is among the top 10 international aid organizations with Charity Intelligence.

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# LOCATION

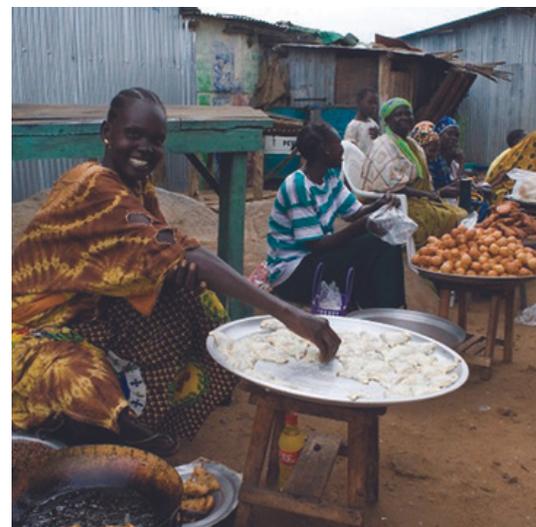


Abbotsford is a multi-ethnic city of over 150,000 people located in the Fraser Valley, approximately 70 kilometers east of Vancouver and 4 kilometers north of the US border. Abbotsford is a city in the country. It has grown rapidly in the past decade due to its close proximity to Vancouver. The city of Abbotsford serves the community well with a full range of amenities including health and community services, libraries, sports facilities, cultural activities and more. The Fraser Valley has a large portion of the Mennonite community in BC and has several Mennonite institutions, as well as about 100 churches representing many denominations.

# KEY RESPONSIBILITIES

## Organizational Leadership

- Collaborate with senior leaders to build strategic and annual plans and budgets and to manage risks and operations.
- Participate in leadership meetings, events, and initiatives to establish and manage strategies, policies, priorities, and people in a manner consistent with MCC BC's strategy, mission, beliefs, and values.
- Attend board meetings as an expert resource, preparing reports and recommendations on issues related to areas of responsibility, as requested.
- When requested, provide HR counsel and support to MCC BC subsidiaries.
- Represent MCC BC's beliefs, values, policies, and operations at events including church meetings, employment events, and fundraising events; speaking and interacting with stakeholders, as required.
- Participate in and, when requested, lead staff meetings; including on occasion providing spiritual reflections that reflect MCC BC's beliefs, values, policies, and operations.
- Carry out additional duties as assigned by the Chief Operating Officer and/or Executive Director.



## Human Resources Strategy & Organizational Design

- Collaborate with the Senior Leadership Team to develop and implement MCC BC's HR strategy, aligning it with and in support of MCC BC's strategic objectives.
- Actively participate in MCC Canada's HR committees and networks; championing MCC BC's strategic objectives and supporting network initiatives.
- Assess and advise on organizational effectiveness and manage HR risks including succession planning, employee retention, job design, and workforce development.
- Chair MCC BC's Job Evaluation Committee and manage the organization's evaluation processes.
- Build, maintain, and distribute key organizational artifacts, including job descriptions and organizational charts.



## Team Leadership

- Lead all aspects of the MCC BC HR Team, including departmental planning and budget management, staffing and performance, project management, operational improvements, and team administration and reporting.



## Recruitment, Hiring & Onboarding

- Collaborate with department leads to establish and deliver MCC BC's employee and volunteer recruitment strategies.
- Directly or through delegates, lead all MCC BC hiring and recruitment processes, including promotions, events, and alumni engagement, posting and interviewing activities, onboarding programs, and recruitment reporting.



- Directly manage executive and leadership recruitment, including managing career placement vendors, where applicable, and conducting candidate interviews.
- Support international recruitment strategies, including posting and interviewing activities and directing international worker care and support.
- Review all recommended candidates and approve all new MCC BC hires.

### Equipping, Engagement & Equity

- Collaborate with department leads to establish and deliver MCC BC's employee and volunteer learning and development strategies.
- Directly or through delegates, lead all MCC BC employee and volunteer learning and development programs, including curriculum development and management, employee and volunteer training delivery, personal development plans, new employee and volunteer orientation, training and development events, and learning and development reporting.
- Lead MCC BC's diversity, equity, and inclusion (DEI) initiatives, including developing and implementing DEI strategies, delivering assessments, managing programs, representing MCC BC within MCC Canada's Dismantling Oppression Network, and related monitoring and reporting.
- Champion and lead organizational culture and engagement strategies and initiatives, including employee communications programs, platforms, and events, employee and volunteer assessments and reviews, and MCC BC's Social Committee.



## **Employee & Volunteer Relations**

- Directly or through delegates, ensure that employee and volunteer records and documents are current and accurate through effective case management, HR Information Systems (HRIS) management, payroll and benefits systems administration and management, and file management, including data collection and entry, employee and volunteer contract production and management, and reporting.
- Lead all aspects of MCC BC's employee and volunteer compliance and policy programs, including standards and expectations development, policy and handbook management, policy adherence, legislation, and regulation monitoring, adherence, and communication, serving as the primary contact with HR-related outside government agencies, certification training and tracking, related communications, WorkSafe Committee and employee safety programs and claims, and internal, external, and regulatory reporting.
- Lead all aspects of MCC BC's employee and volunteer relations activities, including employee, volunteer, and management support, progressive discipline and complaint management, investigations, and tracking, conflict resolution and mediation, EAP request management and tracking, management advice, monitoring, and support related to personnel matters, liaising with legal counsel, and related monitoring and reporting.
- Review, guide, and approve management recommendations for MCC BC employment terminations.

## **Compensation & Performance**

- Lead all aspects of MCC BC's employee compensation and benefits programs, including total rewards strategies and philosophies, the implementation and management of compensation methodologies and programs, benefits management, rewards development and management, and related reporting.
- Implement and manage employee performance management strategies and programs, including employee review programs, progressive discipline activities and monitoring, performance improvement plans (PIPs) and related development programs, management training and processes related to employee performance, and related reporting.
- Represent MCC BC on MCC Canada's Uniform Salary Committee and other collaborative compensation-related initiatives.

# QUALIFICATIONS

## Education, Experience & Accreditations

- A bachelor's degree with a focus on management issues, human services, or a related field; or the equivalent in work experience and training.
- Model MCC BC's Christian beliefs, values, and mission as you provide expert HR leadership to colleagues, vendors, clients, and stakeholders.
- Five years of experience in HR management in a Christian non-profit organization is strongly preferred, with exposure to policy development, hiring processes, evaluations, salary classification, conflict resolution, regulatory issues, risk management, and HR best practices.
- Five years of direct experience managing a team of HR professionals.
- Previous MCC international or local service experience is an asset.
- Valid BC driver's license along with a satisfactory driver's record.
- Satisfactory criminal record clearance.
- Legally able to work in Canada.

# HR COMPETENCIES

- Expert at creating, communicating, and executing HR strategies and concepts.
- Expert at understanding and interpreting Canada and BC employment laws, standards, and compliance, and applying those to employee and volunteer operations.
- Expert at leading, managing, and improving HR systems, processes, and procedures.
- Expert at leading, managing, and improving organizational compensation, benefits, and rewards programs and processes.
- Expert at managing employee and volunteer relations, including facilitating conflict-resolution activities and resolving employee and volunteer concerns.
- Proficient at leading, managing, and improving employee and volunteer recruitment activities and onboarding programs.
- Proficient at implementing, managing, and assessing employee performance, culture, and communications programs.
- Proficient at implementing, managing, and assessing organizational diversity, equity, and inclusion programs.
- Proficient at receiving, organizing, and responding to organizational support requests related to a broad range of HR concerns, questions, and issues.

# OUR SEARCH TEAM



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778.982.4427

**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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604.614.2665

**SHAWN PLUMMER**  
SUPPORTING THE SEARCH

Shawn is a senior executive who, after 22 years in international relief and development, most recently served as President & CEO of Food for the Hungry Canada. With invaluable program and leadership experience, a history of managing large teams, as well serving as a board member himself, Shawn is well equipped to come alongside your organization to ensure you have the right leadership team in place to drive your future success.



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613.355.1412

**MATT ROBBERSTAD**  
SUPPORTING THE SEARCH

Matt is an accomplished Talent Acquisition Manager with a strong background in the non-profit sector. With over a decade of leadership experience in recruitment and retention, he has a proven record of success. Matt has effectively managed end-to-end recruitment processes for a wide range of positions at Christian Horizons, a major faith-based developmental service organization in Canada. His extensive expertise in recruitment and selection enables him to identify the ideal candidates for various organizational roles.

# ESTIMATED SEARCH TIMELINE

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

**Location:** Abbotsford, BC

**Application Deadline:** January 15, 2024

**Short List Interviews:** February 2024

**Salary Range:** \$80,000-\$100,000

## HOW TO APPLY

**Please forward a PDF of your resume and cover letter to [info@nelsonandkraft.com](mailto:info@nelsonandkraft.com) and include "MCC BC - Director, Human Resources" in the subject line.**

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.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.