



Opportunity Profile

EXECUTIVE DIRECTOR
KNOX PRESBYTERIAN CHURCH

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

Knox Presbyterian Church is seeking a visionary and strategic leader to join their team as Executive Director.

The Executive Director will work with the Senior Minister to shape the strategic vision of the church, and steward leadership, facilities and financial resources while ensuring alignment with Knox's mission and values. The Executive Director should have a desire to see the gospel ministry of Knox grow, and be able to provide strategic leadership to key staff and functions within the church to support ministry activities. This position is responsible for Knox's financial and operations employees (10 positions) and oversees all church budgets.

If you are a motivated, self-starter and team player who is fully aligned with the mission of Knox, we would love to hear from you!





OUR STORY

Founded in 1820, Knox Church is an urban, evangelical and Reformed community with an emphasis on expository preaching, local and global missions and intercessory prayer. Located conveniently next to the University of Toronto's downtown campus, Knox has a vision of "Following Jesus, Loving the City, Serving the World." The congregation is multicultural and multiethnic – drawing from across the Greater Toronto Area – and is a member of the Presbyterian Church in Canada.

Worship at Knox is rooted in the Reformed tradition while finding contemporary expressions, both musically and liturgically, fitting our unique context. We seek to engage and express the broad range of cultures, languages, generations and traditions represented in our congregation and local area. This deepens our discipleship and enlivens our witness, connecting us to the global and historic church, and testifying to the expansive, barrier-breaking family of God described in Scripture.



OUR VISION

FOLLOWING JESUS

Following Jesus. It's as simple as that. Knox's desire is to follow Jesus, as he is revealed to us in Scripture, in God's story of his love for broken humanity.

LOVING THE CITY

We follow Jesus by obeying his commands. He calls us to love our neighbour, and for Knox that means the city of Toronto.

SERVING THE WORLD

We believe God is at work in the world. His heart is for all people to know him and for his world to be transformed by his love. We believe Knox is a part of this work.

KEY RESPONSIBILITIES

Leadership & Strategic Planning

- Work with the Senior Minister, Session, Building and Property Committee and other leaders to develop and implement organizational plans for strategic priorities.
- Lead and provide oversight to the Finance and Facilities teams as well as the site renewal work.
- Work closely with the Finance Director, Trustees and other leaders to ensure financial resources are effectively managed.
- Lead teams to plan and execute in alignment with strategic priorities, and provide coaching and performance management to direct reports.
- Work to continuously improve processes and ensure the appropriate structures are in place to support the future needs of Knox.



Facilities & Operations

- Primary point of contact with external stakeholders from a facility or operations perspective; including Knox's development partner linked to the ongoing multi-year, multimillion dollar site renewal work, and parties leasing lands associated with the church's trust fund.
- Ensure all appropriate internal stakeholders are involved when engagement is required with external stakeholders (e.g., commercial tenants of leased land on Queen St.).
- Facilitate the engagement of appropriate advisory professionals to support the site redevelopment plans, lease agreements or as other needs arise.
- Ensure and maintain compliance with organizational and facility requirements (e.g., insurance, privacy policy).
- Oversee health and safety, and ensure compliance with the Ontario Occupational Health & Safety Act, Ministry of Labour and WSIB requirements.
- Support the Building and Property Committee in their mandate to oversee decisions related to the church facility, and to guide the ongoing site renewal work.



Finance & Administration

- Provide oversight to the main operational needs and policies of the church.
- Ensure efficient execution of finance, operations, maintenance and administration.
- Oversee budget development and accurate financial reporting.



- Oversee the Information Technology (IT) systems (computers, networks, databases, software, etc.) and digital technology to enable effective ministry execution and online engagement.
- Lead the maintenance of processes for internal functions including IT, human resources (HR) and records management.
- Lead Knox's arrangements for fulfilling its legal obligations and other legal matters.

People & Culture

- Become involved in the life of the church; attending services and events.
- Take time to interact, engage and build relationships with the congregation and volunteers.
- Model Knox's values (commitment, wonder, prayer, forgiveness and belonging) and uphold Knox's Culture Code on staff, leadership and committees.
- Oversee hiring of staff and ensure proper HR policies and agreements are in place.
- Oversee the personal and professional development of staff and volunteers, including mentoring and performance management.
- Promote a strong and empowering team culture where people minister in their gifts.



QUALIFICATIONS

- A close relationship with Jesus Christ through prayer and reliance on His word in all aspects of life, and a passion to serve Him.
- Fully aligned with the mission, vision and values of Knox Presbyterian Church.
- Agreement with the Statement of Faith and Standard of Conduct of Knox Presbyterian Church.
- College or university degree in a business, administration, engineering, theology, religious studies or another relevant field.
- 8+ years of senior leadership experience in business, government, not-for-profit or church ministries.
- Management experience spanning finance, HR, law, project management, facilities and IT oversight.
- Financially competent with knowledge of, or willingness to learn about, the charitable sector in Ontario.
- Demonstrated experience in successfully envisioning, strategizing for and facilitating change, and achieving strategic goals.
- People management experience in leading, planning and facilitating collaborative working groups.
- An active learner with an aptitude and appreciation for professional development and continuous improvement.

CORE COMPETENCIES

- Excellent verbal and written communication, and presentation skills.
- Professionalism, confidentiality and tact.
- Strong mentoring and coaching skills.
- Able to delegate.
- Conflict management skills.
- Authentic and transparent leadership style.
- Creative, strategic and critical thinking skills.
- Strong research and analytical skills.
- Detailed oriented and accurate.
- Decision making skills.
- Strong organizational, planning and execution skills.
- Able to liaise with a diverse group of stakeholders.
- Project management skills.
- Proficient in the use of technology.
- Financial acumen.

OUR SEARCH TEAM



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JEFF PITCHFORD LEADING 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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KEITH KNIGHT SUPPORTING THE SEARCH

Keith has a long career in leadership development, communications and marketing. Over the past decade he served as Executive Director of the Canadian Christian Business Federation, a national network of Christian business and professional leaders. He inherited a small group of business leaders consisting of seven chapters in southern Ontario and grew the organization into a national network of 70 chapters with a database of 6,500 professional leaders, including about 80 Christian non-profits.



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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: Toronto, ON

Application Deadline: February 2, 2024

Short List Interviews: February 2024

Start Date: TBD

Salary Range: \$110,000 - 115,000

HOW TO APPLY

Apply online at nelsonandkraft.com/jobs with your cover letter and resume. You must be eligible to work in Canada.

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.