



# Opportunity Profile

INTERNATIONAL RELATIONS &  
OPERATIONS MANAGER

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NELSON/KRAFT  
AND ASSOCIATES

# EXECUTIVE SUMMARY

The Christian Embassy of Canada (CE) is searching for a skilled and relational operations leader with a cross-cultural background to join their team as International Relations & Operations Manager.

The International Relations & Operations Manager leads ministry to diplomats and international leaders, inspiring them to discover and know Jesus and to make Him known. In this role you will primarily initiate and develop trusted relationships with leaders, and provide prayer, encouragement, and spiritual counsel.

You are responsible for logistical operations, essential information systems, and designated administrative functions, and will collaborate with the team in organizing and facilitating excellent outreach events. Another aspect of this position is recruitment; you will cultivate a ministry partner team to support your work financially.

If you are passionate about the mission of CE, and are an effective organizer, problem solver, initiator, and multitasker with exceptional communication skills and a genuine love for others, we would love to hear from you.



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# OUR STORY

## **Inspiring leaders with the person and values of Jesus**

Established in September 1984, the Christian Embassy of Canada (a ministry of Power to Change) is a non-profit organization serving diplomats and their spouses, members of Parliament, senators, business executives, and professionals of varied religious backgrounds.

**CE's mission is to inspire diplomatic, political, and business leaders, giving them an opportunity to discover Jesus, to experience His life-changing power, and to inspire others similarly.**

We offer different networking opportunities, such as [networking luncheons](#), [roundtables](#), [business tours](#), and individual meetings with leaders in government and business, as our participants seek to strengthen political and economic ties between their nation and Canada. In all we do, we seek to be a source of encouragement, inspiration, and information for those desiring to learn more about the Christian faith.





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## **POWER TO CHANGE'S MISSION**

To help people know Jesus and experience His power to change the world.

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## **FUNDING**

This position includes Ministry Partner Development (MPD). MPD is building a partnership team which provides financial and prayer support for the ministry. The financial support will cover the costs of the employee's salary and ministry expenses. Power to Change is committed to providing training and coaching to ensure success in MPD.

# KEY RESPONSIBILITIES

In this role, you will be responsible for achieving the following objectives:

**Outreach:** Leaders gathered will have felt their needs met, be inspired, and look to Jesus

- Participate and collaborate with the team in organizing and facilitating excellent outreach events (luncheons, roundtables, webinars, business tours, and international delegations).
- Initiate and coordinate events.

**Relationship Building:** Leaders are discovering Jesus and choosing to live for Him

- Initiate and develop trusted relationships with leaders.
- Provide prayer, encouragement, and spiritual counsel to individuals.





- Actively share Christ with leaders.
- Foster spiritual growth and devotion to God through prayer, fellowship, biblical reflection, and leadership development.

### **Operations & Administration**

- Take initiative and leadership with logistical operations, essential information systems, and administrative functions.



### **Training & Engagement:** Leaders are pointing peers to Jesus

- Inspire, equip, and encourage leaders to reach out to those in their sphere of influence for Christ.
- Equip leaders to share their faith and to make disciples, including inviting them to participate in CE outreach efforts in Canada and around the world.



### **Personal Development:** We are growing in love for God and our neighbours

- Establish and pursue a growth plan in the spiritual, relational, and personal dimensions of life.

# ABOUT YOU

- Genuinely loving leaders and intentionally investing in their lives.
- Connecting with leaders from different backgrounds and political perspectives.
- Initiating and persevering in developing trusted relationships with humility.
- Strong operational and organizational skills.
- Skill in evangelism and discipleship and commitment to continued growth.
- Commitment to respecting P2C's leadership, methods, and ministry models.
- Communicating professionally (written and verbal), with strong networking skills.
- Self-motivated, team builder, ability to multitask, to work both independently and collaboratively, gracious, and flexible.
- Proficient with Google Workspace.

# QUALIFICATIONS

- Completed a bachelor's degree as a minimum; a master's degree or higher is beneficial.
- International or cross-cultural ministry experience.
- Leadership experience at the local, national, and/or international level.
- Written and verbal fluency in English (required) and French (preferred).
- Able to annually sign off on Power to Change's Statement of Faith and Code of Conduct.



# OUR SEARCH TEAM



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604.614.2665

## **SHAWN PLUMMER** LEADING 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. His career has led to deep relationships and respect within his broad network of non-profits and businesses globally and across 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.



[mark@nelsonandkraft.com](mailto:mark@nelsonandkraft.com)  
778.982.4427

## **MARK KRAFT** SUPPORTING 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.

# 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:** Ottawa, ON

**Application Deadline:** August 19, 2024

**Short List Interviews:** August 2024

**Start Date:** September 2024

**Salary Range:** \$65,000 - \$85,000

## HOW TO APPLY

Apply online at [nelsonandkraft.com/jobs](https://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.