



# Opportunity Profile

EXECUTIVE DIRECTOR  
REHOBOTH CHRISTIAN MINISTRIES

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NELSON/KRAFT  
AND ASSOCIATES

# EXECUTIVE SUMMARY

Rehoboth Christian Ministries (RCM) is searching for a relational and forward-thinking executive leader to join their team as Executive Director.

The Executive Director of RCM is passionate about their purpose of facilitating opportunities for people with disabilities to flourish, as Jesus taught. Grounded in a biblical worldview, the Executive Director champions the mission and vision of RCM while modeling the values of servanthood, compassion, dignity, inclusivity, integrity and commitment. The Executive Director provides strategic leadership to the organization to be healthy, successful and sustainable, and provides effective guidance, support and information to help the RCM Board of Directors meet its fiduciary responsibilities. The Executive Director has overall accountability for:

- Strategy development (with the board) and execution (with the staff)
- Fundraising and funding
- External relationships and communication
- Leadership and people development
- Finance and administration
- Facilities, operations and programs
- Continuous improvement

If you are a servant-hearted, collaborative leader with a passion for seeing people with disabilities flourish, we would love to hear from you.





# WHO WE ARE



Rehoboth Christian Ministries has a mandate to serve people with disabilities so they can flourish in life. This mandate and our very name – Rehoboth – are inspired by a verse in God's word where Isaac names a watering well: Rehoboth (Genesis 26:22b). He named it Rehoboth, saying "Now the LORD has given us room and we will flourish in the land." Rehoboth means "a broad place" in which one has capacity to live a full life. And so, we take our direction and inspiration from that. From spirited beginnings of providing room for the disabled to flourish on a ranch near Stony Plain, at a summer camp near Gull Lake, and in a modest home in Coaldale, Rehoboth has made room all across Alberta. We help the disabled flourish in some 50 group homes across Alberta with staffing in Grande Prairie, Stony Plain, Edmonton, Three Hills, Calgary and Coaldale.

Today, Rehoboth is a thriving and healthy ministry with an operating budget of \$25+ million, over 600 diverse employees and 6 administrative offices, serving more than 200 clients. The future for the organization is bright as they are committed to sustainable growth while staying true to their mission and values.



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## OUR PURPOSE

Facilitating opportunities for people with disabilities to flourish, as Jesus taught.

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## OUR VISION

By the grace of God, all persons with disabilities have a meaningful and dignified place in society where they can live, contribute and fellowship with others.

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## OUR VALUES

Rehoboth values are Christ-like, including: servanthood, compassion, dignity, inclusivity, integrity and commitment.

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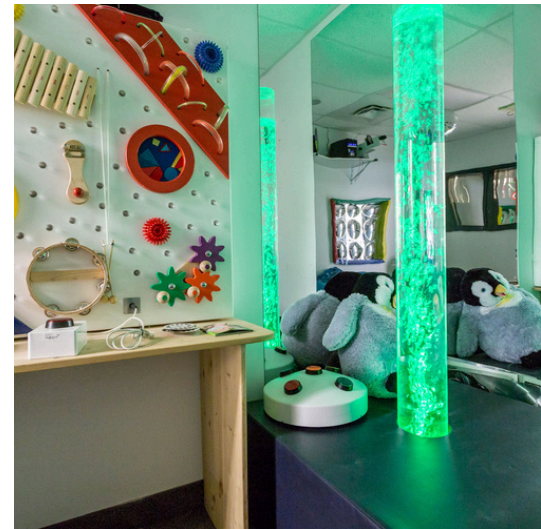
## OUR BELIEFS

- That Rehoboth is diligent in using the power of prayer
- That Rehoboth serves God through serving its clients
- That the work of Rehoboth is blessed by God
- That Rehoboth is deliberate in applying and nurturing the God-given talents of everyone involved



# KEY RESPONSIBILITIES

- Model a collaborative and authentic faith-based leadership style to all stakeholders engaged in RCM activities, demonstrating integrity and accountability both professionally and personally.
- Ensure the organization's Sustainability Plan provides the framework for effective annual operating plans and an annual operating budget.
- Ensure the assets of the organization, in both Association and Foundation, are appropriately managed and protected.
- Ensure that all operational policies and procedures are effective to help enable the organization's staff and volunteers to meet their responsibilities.
- Monitor CET accreditation processes and be responsible for retention of accreditation for the organization.





- Consult with the Program Directors to develop the annual operating budget.
- Ensure that programs, services and resources are in place to achieve the annual required outcomes of the Sustainability Plan.
- Ensure all contractual obligations are honoured.
- Ensure all legislative requirements are met.
- Ensure fundraising activities are carried out in alignment with organizational values and principles.
- Ensure timely and appropriate reporting, counsel, support and representation to the RCM Board of Directors, in accordance with the board's stated information requirements through the Sustainability Plan.
- Establish and maintain open, timely and appropriate communication and relationships with the diverse constituencies within and external to the organization (board members, clients, families/guardians, colleagues, staff, government and civic officials, community members, etc.) and act as the official spokesperson for the organization.
- Lead or serve on standing and ad hoc committees, as required; act as an ex-officio member of all standing committees of the organization.
- Maintain professional currency and awareness of trends in all areas of responsibility and enable general organizational and staff development.

# CORE COMPETENCIES

- Strategic thinker.
- Visionary, inspiring and goal oriented.
- Collaborative and faith-based leadership style.
- Humble and authentic.
- Leadership development, mentoring and coaching abilities.
- Change management and decision making skills.
- Professionalism and emotional intelligence.
- A heart and passion for people with disabilities.
- Networking and relationship building skills.
- Excellent verbal and written communication skills.
- Active listening skills; seeking to understand and able to resolve conflict.
- Client focused and relational.
- Analytical, planning, organizing and prioritizing skills.
- Accountable and dependable.
- Critical thinking and problem-solving abilities.
- Financial management and budgeting skills.
- Strong computer skills.

# QUALIFICATIONS

- A passion for and genuine interest in serving and advocating for people with disabilities to see them flourish in life.
- Demonstrated maturity in Christian character and alignment with Rehoboth's values, beliefs and Statement of Faith.
- 10+ years of progressive senior leadership/management experience, leading a team of other leaders. Previous not-for-profit sector experience in a related field, preferred.
- University degree (master's degree, preferred) in a relevant field such as business, administration, humanities, social sciences or social services.
- Previous experience in the development and implementation of a strategic plan, an asset.
- Previous experience in fundraising, funding, development and communications, an asset.
- Able to travel regularly within Alberta for organizational oversight, relationship building, conferences, external stakeholder meetings and ministry development.
- Financial management and budgeting experience with a similarly sized organization.
- Experience reporting to, collaborating with, or sitting on an engaged board, preferred.
- Demonstrated experience with multi-tasking and managing several projects at one time.
- Able to communicate at a highly professional level to act as an ambassador of Rehoboth.
- Familiar and comfortable with a Reformed Christian congregation/church stakeholder group.



# OUR SEARCH TEAM



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647.409.2922

## **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.



[matt@nelsonandkraft.com](mailto:matt@nelsonandkraft.com)  
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.



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604.226.8846

## **ALEXA KROEKER** SUPPORTING THE SEARCH

Alexa brings experience in executive and board assistance, and will take care of all your marketing and advertising needs. Beginning with the kickoff meeting, Alexa will listen for the nuances of your ideal leader to incorporate in our promotional material designed to attract the best candidates. After adding visual interest to your job description, Alexa will advertise your search broadly, targeting the best and most efficient markets for your particular search.

# 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:** Acheson, AB (just outside of Edmonton)

**Application Deadline:** March 12, 2025

**Short List Interviews:** April 2025

**Start Date:** TBD

## 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.