

Executive Director

HYBRID

HALIFAX, NOVA SCOTIA, CANADA .

FULL-TIME . NOVEMBER 19, 2024

Description

EXECUTIVE SUMMARY

Youth Unlimited | Youth for Christ Nova Scotia (YU Nova Scotia) is looking for an Executive Director who is an experienced and transformational leader with a servant's heart and a passion for ministering to youth. The Executive Director provides overall visionary and strategic leadership to the ongoing development of new and existing ministry programs. The Executive Director oversees the recruitment and development of staff for leadership, administrative, and ministry roles. The Executive Director is a faithful steward of resources and ensures YU Nova Scotia's positive fiscal performance through responsible budgeting and management of fundraising activities. The Executive Director shall be of reputable Christian character and must subscribe to the Youth for Christ Canada (YFC Canada) Statement of Faith and Community Covenant and all relevant policies. The Executive Director is responsible for all activities outlined in YU Nova Scotia's bylaws and is accountable to the Board of Directors for the management and direction of the activities and affairs of YUNova Scotia, including the overall spiritual welfare of the organization.

If you are a dynamic leader who wants to grow and develop the ministry programs of Youth Unlimited Nova Scotia we would love to hear from you!

WHY CONSIDER THIS POSITION?

- You can make an impact on the youth Nova Scotia through Youth Unlimited.
- You will be surrounded and supported by an experienced and committed staff.
- You will help shape and develop emerging leaders.
- A solid national organization structure will support you.
- You will be provided with significant learning and growth opportunities.
- You will join one of the most committed and capable teams of youth workers in Canada.
- YFC Canada provides spiritual formation, spiritual guided retreats, coaching and training opportunities.
- We offer a competitive salary range of \$60,000 to \$80,000.
- We provide a comprehensive health and dental benefits package.

COMMUNITY PROFILE - HALIFAX, NOVA SCOTIA

Halifax is the largest city in Nova Scotia and is situated on the Atlantic Ocean. Halifax is the primary gateway to the Atlantic provinces and has a population of approximately 500,000.

Halifax ranks high for quality of life and is named one of the friendliest cities in the world. The city is known for its amazing food scene, surreal coastal landscapes and plenty of outdoor activities.

Whether taking a stroll on the famous Halifax boardwalk, visiting Peggy's cove or hiking trails to Cape Split you will be greeted by that well known eastern hospitality.

Halifax is a young, fast-growing city with dynamic and changing communities.

YU Nova Scotia is situated in the Halifax area and is actively reaching out to other parts of the province.

YOUTH UNLIMITED NOVA SCOTIA CORE VALUES

The Affiliate Director will model and champion these values:

Community Impact

'Develop Positive Community Impact and Awareness'

We want to be known for making a positive impact in our local community. This involves innovative and effective ministry across Nova Scotia. It also means getting the word out to the community about the important work with which we are involved.

Spiritual Vibrancy

'Pursue Vibrant Spirituality: Bible based, Christ centered, Spirit led'

It is imperative that our organization exudes Christian spiritual vibrancy. This means that both as individuals and as a collective, we are:

- Bible based - the Scriptures are the foundation of our beliefs
- Christ centered - we focus on following in the steps of Jesus
- Spirit led - we listen to God and follow his leading

Youth Discipling

'Impact and Disciple Youth for Jesus Christ'

Our purpose is to call young people to become life-long followers of Jesus. We develop relationships with youth through our programs that 'go where the youth are'. Working together with like-minded partners, we are seeking to help young people to:

- Pursue a godly lifestyle
- Be devoted to the Word of God and prayer
- Have passion for sharing the love of Christ

Leader Developing

'Equip Christian Youth and Leaders for Relevant Youth Ministry'

We believe in the power of a generation of young leaders. It is crucial to empower young people to lead with their gifts, through coaching and giving them opportunities to lead. We want to be champions of teenagers, but also young adults, volunteers and youth pastors.

Operational Integrity

'Maintain Financial, Operational, and Accountability integrity'

We strive for excellence in stewarding our financial resources responsibly, with integrity and transparency to our partners. We believe that how we operate as an organization is an important aspect of our ministry.

KEY RESPONSIBILITIES

Staff Leadership and Development

- Develops a comprehensive organizational strategy for team building, coaching, personal a professional development, and staff and volunteer care.
- Provides overall leadership to the staff and volunteers and is held accountable for the performance of the organization.
- Responsible for the ongoing professional development of staff members and volunteers; supports the professional well-being of all staff and volunteers.
- Provides leadership at regular staff meetings.
- Ensures annual staff reviews are performed.
- Oversees recruitment of new staff and volunteers for leadership, administrative, and ministry positions.
- Implements a yearly staff and steering committee off-site meeting for spiritual rejuvenation, team development, and planning.
- Provides counsel and guidance to others based upon Christian values and teachings.
- Mentors and encourages others in personal Christian understanding, values, character and lifestyle.

Board of Directors

- Works with YFC Canada and the steering committee to establish a local Youth for Christ Canada Chartered Chapter.
- Ensures effective monitoring, evaluation, and reporting on all organizational initiatives.
- Works with the board of directors or steering committee on planning, policies, programs, personnel, finances, and facilities.
- Meets with board or steering committee monthly for accountability, planning, vision casting, ministry development and fundraising (train, equip, and pastor members of Steering Committee in order to serve best in their areas of gifting.)
- Acts as a liaison between the board and YFC Canada as well as other agencies and like-minded ministries, locally, nationally, and internationally.
- Attends all board or steering committee meetings and report on matters relating to YUNS programs, personnel, finances and facilities.

- Sits as an ex-officio member of all committees established by the board of directors.
- Assists in recruiting board or steering Committee members.
- Develops annual goals and objectives for YU Nova Scotia for submission to the board of directors or steering committee.

Programs

- Provides overall vision and leadership for the programs, maintaining their relevance and effectiveness in accordance with the mission statement and purposes of the organization.
- Is responsible for the identification and implementation of new programming to meet the current needs of youth.
- Works in partnership with area Youth Workers, Youth Ministries and other like-minded partners to:
 - reach our evangelism and outreach goals, including challenging and equipping Christian youth to reach out to their peers.
 - make contacts with principals, teachers and resource agencies in the area, striving to network with them whenever possible.

Community Relations

- Ensures that a positive and credible public image is developed and maintained for the YFC Chapter Nova Scotia YU.
- Maintains regular communication with supporters, churches and community leaders, sharing with them the impact of Nova Scotia YU's ministry programs.
- Ensures the development of timely and relevant printed and digital materials.
- Engages in regular presentations to civic leaders, pastors, parents, schools, etc.
- Represents Nova Scotia YU publicly at community events and seek ways of supporting what the community is focused on when appropriate.
- Partners with other likeminded ministry and community organizations to promote synergy of activities while advancing YUNS evangelism and outreach goals.

Fundraising and Donor Development

- Is responsible for the fundraising activities of Nova Scotia YU, including the creation of a dynamic fundraising strategic plan.
- Engages strategically in activities that expand the financial capacity of the organization, including donor meetings, public speaking engagements, and events.
- Invites and cares for ministry partners as a prayerful and financial support team.
- Maintains and grows the current donor base.
- Uses a management system program to track regular communication and personal contact and seeks prayer and financial support for the organization.
- Ensures that staff are equipped for ministry partner development support raising.
- Oversees and provides leadership for the fundraising events of the Steering Committees.

- Personal partnership development - which includes securing and maintaining a sound base of financial & prayer partners to a level sufficient to fund the salary and immediate costs of this position.

Finance and Administration

- Supervises the general operations of Nova Scotia YU's office.
- Ensures the development and implementation of adequate operational systems, procedures, and controls for the organization.
- Develops and monitors the annual budget.
- Is familiar with and adheres to YFC Canada's policies and guidelines, including the Charter by-laws and operating agreement that binds YFC Canada and Chapters together.
- Is familiar with and adheres to all applicable government regulations.
- Abides by and ensures Nova Scotia YU's policy and procedure manuals are kept up-to-date and followed by staff and volunteers.
- Ensures that adequate and properly maintained facilities and equipment are available for Nova Scotia YU's programs and staff.
- Develop and operate within an approved budget and process.
- Operates the organization within the Non-Profit Charitable guidelines as given by the Canadian Revenue Agency.
- When Nova Scotia YU becomes a chapter, attends yearly YFC Canada's AGM with the Board Chair and participates as a voting member.

Spiritual and Personal Development

- Is a faithful and contributing member of a local church.
- Prays for and with staff, the steering committee or board of directors, and the ministries of Nova Scotia YU.
- Spends time in spiritual reflection and development.
- Completes the YFC Canada credentialing process within two years of the start date.
- Participates in training and development courses, conferences, and workshops, as approved by the steering committee or board of directors.
- Implements a yearly staff and board of directors off-site meeting for spiritual rejuvenation, team development, and planning.
- Spends time in spiritual reflection and development by participating in a regular rhythm of spiritual retreats.
- Establishes relationships for accountability and mentoring.

QUALIFICATIONS

Skills/Abilities/Experience

- Experience in building an organization and launching new initiatives.

- Strong organizational and time management skills.
- Proven experience in fundraising and donor development.
- Strong verbal and written communication skills.
- Experience with managing and leading a team.
- Strategic thinking and planning skills.
- Ability to manage change.
- Visionary and motivating.
- Aligned with YFC Canada Statement of Faith and the Community Covenant.

Character Qualities

- Has a humble and teachable spirit.
- Has a passion for the lost, the city, and youth.
- Is a servant leader: a heart after the heart of God.
- Is a coaching leader.
- Is an effective team builder.
- Engages in courageous conversations.
- Has a healthy work-life balance.
- Pursues personal accountability & integrity.
- Actively pursues personal and spiritual growth and development.

Learn more: <https://yfc.ca/nova-scotia/> or <https://yfc.ca/>

SALARY

The salary is \$60,000 to \$80,000 per year, depending on education and experience, and is funded on a missionary basis, requiring the gathering of a personal support team.

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: Halifax, NS

Application Deadline: end of April 2025

Short List Interviews: May 2025

Hire Date: June / July 2025

At Youth Unlimited | Youth for Christ Nova Scotia, we believe that the body of Christ is unified when each of us is encouraged, recognized, and able to serve out of our gifts. We believe that embracing, endorsing, and learning from different leadership styles will grow the ministry and make it more effective. We strongly encourage applicants of all abilities and ethnicities from all denominations who love Jesus and youth and are aligned with our vision and values, to consider applying for this role. We strive to achieve equity in the workplace. Accommodations are available on request for candidates taking part in the selection process. If you require accommodation during the recruitment process, please contact us at hr@yfc.ca.

APPLY NOW by clicking the red button on the top right corner of the page.

Compensation

\$60,000.00 - \$80,000.00 per year