



TRINITY LEGACY
FOUNDATION



Opportunity Profile

EXECUTIVE DIRECTOR
TRINITY LEGACY FOUNDATION

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

Trinity Legacy Foundation (TLF) is a non-profit organization dedicated to advancing the cause of the Christian faith by following Jesus' command to provide practical and comprehensive care to those in need. TLF is a global missions program that focuses on cultivating ministry partnerships locally and internationally. Their goal is to support ministry and benevolent missions to help those who are in need or who may be living on the margins of our community. The Foundation focuses on ministries that fulfill the Great Commission by helping those in need through social programs and practical care. Among their key programs are Helen's Acres Community Farm, which grows and distributes fresh produce in the Central Okanagan Region, and a bursary program designed to train post-secondary students.

TLF is currently seeking an inspiring and visionary Executive Director to join their team in Kelowna, BC and lead the organization in fulfilling its mission and achieving its goals. Reporting to the TLF Board of Directors, the Executive Director will provide overall leadership and administration, oversee daily operations, and cultivate relationships with various stakeholders to ensure the organization's continued growth and success. Guided by TLF's core values of generosity, stewardship, integrity, accountability, and compassion, the Executive Director will make a significant impact on the lives of those served, both locally and globally. Additionally, the role involves developing comprehensive funding strategies and community engagement initiatives to sustain and grow TLF's impactful programs.

If you are passionate about making a meaningful impact and supporting those in need, we would love to hear from you!

OUR STORY

The Trinity Legacy Foundation was founded in 2006 by members of Trinity Church in Kelowna, BC.

A group of people passionate about Christian ministry felt called to be generous and pursue impact both locally and globally. Over the years many projects have been financially supported with focuses on education, health care, spiritual growth, and providing basic necessities to people in need.

One project in particular, Helen's Acres, has been at the forefront of local benevolence. A real passion project that has welcomed volunteers and supporters of all kinds, [Helen's Acres Community Farm](#) has been a catalyst of community momentum to combat food insecurity.

Beyond the farm, the Trinity Legacy Foundation is involved in [local and global missions](#) including supporting pathways out of poverty through education, missionaries, and spiritual care programs.

We also aspire to train up individuals to be equipped to serve in their churches and communities, whether locally or abroad, through our [Bursary Program](#).



KEY RESPONSIBILITIES

- Oversee day-to-day operations, including program management, fundraising, finance, payroll, and administration, ensuring compliance with adopted board policies and government regulations.
- Cultivate and maintain relationships with donors, volunteers, community partners, Trinity Church, and other stakeholders, fostering open communication and collaboration.
- Provide visionary leadership in line with TLF's Christian values and mission to a team of dedicated staff and volunteers, fostering a collaborative and empowering work environment.
- Develop and implement strategic and operational plans to achieve organizational objectives and ensure the efficient operation of individual program streams.
- Work collaboratively with the board, funders, community partners, and local organizations to achieve TLF's mission and strategic priorities, ensuring alignment with organizational goals.
- Communicate regularly with the board to keep them informed on the achievement of TLF's policies, the overall health of the organization, and key developments.





- Ensure compliance with legal, regulatory, and ethical requirements, including adherence to Canada Revenue Agency requirements, the BC Societies Act, and other relevant legislation.
- Responsible for financial management, including overseeing the investment of TLF's funds, providing quarterly reports to the board, and approving expenditures to maintain the organization's financial stability.
- Support the preparation and execution of all year-end financial processes, including tax returns, information returns, and donation receipts.
- Oversee the sustainable operation of Helen's Acres Community Farm, ensuring its alignment with the strategic plan and donor agreements.
- Develop and implement comprehensive fundraising plans to secure funding and ensure long-term financial stability for TLF.
- Develop and oversee employment and volunteer management practices that promote engagement, retention, and a positive work environment for both staff and volunteers.
- Develop and implement community engagement and volunteer strategies, ensuring active involvement from the local community and volunteer base.

QUALIFICATIONS

- Minimum of five years' leadership experience in a not-for-profit organization, with proven success in managing operations and achieving goals.
- Proven experience creating detailed and actionable plans focused on raising funds, relationship building, and results-focused donor pipeline management.
- Fully aligned with the mission of the organization and the Statement of Faith.
- Strong management and leadership skills, with the ability to inspire and guide both regular and seasonal employees. Diplomatic and skilled in negotiation, conflict resolution, and people management.
- Sound risk management knowledge, and able to identify issues and creatively address challenges.
- Knowledge of federal and provincial legislation relevant to voluntary sector organizations, ensuring compliance.
- Expertise in fiscal management, including budgeting, fund accounting, investments, and managing contracts and partnerships.
- High attention to detail and accuracy in financial reporting and strategic planning.
- Strong integrity, confidentiality, and accountability, maintaining ethical standards in all practices.
- Experience in policy governance, with the ability to work effectively with the board.
- Proven analytical, planning, and prioritization skills, ensuring timely execution of strategic goals.
- Strong communication skills, both verbal and written, with the ability to engage stakeholders effectively.
- Proficient in MS Office, with advanced skills in data analysis and presentation.

OUR SEARCH TEAM



shawn@nelsonandkraft.com
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. 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
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.



alexa@nelsonandkraft.com
604.226.8846

ALEXA KROEKER SUPPORTING THE SEARCH

With extensive experience in executive and board assistance, Alexa combines her recruitment expertise with a keen understanding of organizational needs to build high-performing teams. She's adept at crafting compelling job descriptions and leveraging advertising strategies to attract the best candidates for your organization. From the initial kickoff meeting, Alexa listens attentively to understand the nuances of your ideal candidate, ensuring a tailored and effective recruitment approach.

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: Kelowna, BC

Application Deadline: June 4, 2025

Short List Interviews: June 2025

Start Date: TBD

Salary Range: \$70,000 - \$95,000

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.