



# Opportunity Profile

ASSOCIATE DIRECTOR OF PROGRAMS  
MCC BC

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NELSON/KRAFT  
AND ASSOCIATES

# EXECUTIVE SUMMARY

Mennonite Central Committee BC (MCC BC) is searching for a strategic, analytical, and relational nonprofit leader to join their team as Associate Director of Programs.

The Associate Director of Programs plays a pivotal role in shaping MCC BC's impact. Reporting to the Director of Programs, this position provides strategic and operational leadership across MCC BC's program portfolio—mentoring program leaders, strengthening internal systems, and guiding Planning, Monitoring, Evaluation, and Reporting (PMER) to ensure learning, accountability, and continuous improvement.

This is a meaningful opportunity for a thoughtful, mission-aligned leader who brings a strong foundation in program oversight and development, along with the entrepreneurial mindset to grow systems, scale outcomes, and respond to evolving community needs. Whether you are a seasoned leader or an experienced professional ready to take on broader responsibility, this role offers the chance to lead with purpose in a respected, values-driven organization.

The Associate Director will also have the opportunity to shape MCC BC's future and continued growth through participation in senior leadership discussions and representing the organization in provincial and national networks, expanding the reach and relevance of MCC's work across communities.

If you are an experienced leader with a mind for analyzing and utilizing data, a high level of emotional intelligence, and you align with the values and convictions of MCC, we would love to connect with you!



# WHO WE ARE

Mennonite Central Committee (MCC) is a global, Christian faith-based organization committed to relief, development, and peacebuilding in over 45 countries. In British Columbia, MCC BC advances this mission by generating resources and delivering programs that meet pressing local needs—addressing poverty, homelessness, refugee resettlement, Indigenous reconciliation, social exclusion, and domestic violence. With a combined annual budget of \$2.3 million and a team of 20 staff, MCC BC's programs create lasting, community-based impact grounded in values of compassion, justice, and service.

## MCC BC's Program Areas:

**Welcoming Refugees** – As newcomers arrive on our doorstep, they face incredible challenges. Through refugee sponsorship, MCC supports these families, giving them the tools they need to thrive as they rebuild their lives.

**Ending Abuse, Healing Relationships** – Our End Abuse program acknowledges the profound impact of abuse, leading to loss, fear, isolation, and despair. Through women's support groups, men's accountability groups, and public engagement, we work toward restoration and reducing cases of abuse in our communities.



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**Homelessness Prevention & Outreach** – Through our Rent Bank, Circle of Friends, weekly meals, and partnerships with local services, we provide support and cultivate a community of inclusion, walking alongside our neighbours experiencing homelessness on a journey toward wholeness.

**New Foundations (Victoria, BC)** – Through workshops and one-on-one mentoring, the New Foundations program teaches newcomers financial literacy, life skills, and job search skills for successful integration into Canadian society.

**Community Connections (Prince George, BC)** – This program focuses on growing safe and strong communities, building healthy relationships among community partners and residents of low income apartments in Prince George. Program activities include community gardens, potlucks, cultural events, after-school clubs, and more.

**Indigenous Neighbours** – This program strives to build respectful relationships between Indigenous and non-Indigenous people, acknowledging past injustices. As Christians, we aim to respond meaningfully by walking alongside churches and local Indigenous communities.



# KEY RESPONSIBILITIES

## Strategic Program Leadership

- Support the implementation of MCC BC's 2025-2030 Strategic Plan by advancing the reach, relevance, and impact of community-based programs across the province.
- Identify communities for program growth in collaboration with Advancement, Hyland Properties, Thrift, and other MCC stakeholders; assess needs and build partnerships aligned with MCC's vision.
- Foster innovative, data-informed approaches to program design that address systemic causes of poverty, marginalization, and displacement.
- Apply an asset-based lens to relationship-building with local service providers, churches, and community stakeholders.
- Provide strategic input to the Leadership Team on trends, risks, and opportunities emerging from program work across the province.







## Planning, Monitoring, Evaluation & Reporting (PMER)

- Lead MCC BC's PMER framework by strengthening tools, systems, and organizational capacity for evidence-based decision-making.
- Oversee the customization and rollout of PMER software (Apricot/Insight) with support from MCC partners.
- Provide coaching and support to Program Managers in order to develop logic models, evaluation tools, and annual operating plans aligned with MCC's strategic priorities.
- Consolidate outcomes data, KPIs, and trends for funders, internal learning, and reporting to the MCC BC Board and Leadership Team.
- Champion a learning culture across the organization by embedding PMER practices in Programs Team meetings and cross-department discussions.

## Organizational Development & Team Support

- Assist with the creation of standard operating procedures, onboarding guides, and staff development resources to support consistency across program areas.
- Help coordinate team meetings, retreats, and professional development sessions grounded in trauma-informed care, racial justice, and peacebuilding principles.
- Contribute to HR planning, including succession planning and onboarding of new program staff and contractors.
- Serve as a culture leader by modeling values-based leadership and encouraging staff wellness, resilience, and growth.

## Partnerships, Communications & Resource Development

- Collaborate with the Advancement team to articulate program impact through compelling stories, reports, and digital media.
- Identify and secure external funding opportunities from government agencies and foundations; lead or support grant writing and reporting.
- Represent MCC BC's program values and work to churches, public audiences, and external stakeholders, articulating the faith-based and justice-driven foundation of our mission.
- Build and maintain trusted relationships with funders, networks, and civic leaders to strengthen MCC BC's reputation and reach.



# QUALIFICATIONS

## Required

- Minimum of 5 years' experience in the social services or community development sector, or equivalent leadership experience with transferable skills from the public or private sector.
- At least 3 years of experience in management or a supervisory role involving team leadership, program oversight, or strategic execution.
- Demonstrated experience with strategic planning, program design, innovation, monitoring and evaluation, as well as the budgeting process and annual planning cycles.
- Strong analytical and systems-thinking skills; experience using data for evaluation, continuous improvement, and reporting impact.
- Exceptional communication skills—able to lead meetings, write reports and proposals, manage the grant process, and represent MCC with clarity and credibility.
- Bachelor's degree in a related field (e.g., social work, community development, public administration, business); master's degree, preferred.
- Deep understanding of the systemic nature of poverty and marginalization, and a strong desire to serve communities impacted by these issues.

## Preferred/Strong Assets

- Experience working in or alongside government-funded programs, social enterprises, or corporate social responsibility initiatives.
- Strong community engagement, partnership-building, and asset-mapping skills.



# QUALIFICATIONS CONT.

- Proven ability to lead collaboratively in multi-stakeholder environments where influence is built through trust, not just authority.
- Familiarity with program management databases and evaluation software (e.g., Apricot, Salesforce, Insight, etc.).
- Entrepreneurial mindset with a track record of innovation, adaptability, and resourcefulness.

## **Cultural & Faith Alignment**

- Support for MCC's Christian faith foundation and ability to engage respectfully in conversations around the biblical call to peace and justice.
- Understanding and commitment to equity, inclusion, and cultural humility in programs and the workplace.
- Active participation in a local faith community and a willingness to use personal gifts in that context.
- Satisfactory criminal record check is required for work with vulnerable populations.

# 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.



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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.



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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. Additionally, Matt is well-versed in employee relations, engagement, and human resources, making him a valuable consultant. Through a ministry-minded focus, and commitment to responsiveness, he aims to serve his stakeholders with excellence as an Associate.



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## **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 targeted 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. Committed to excellence, Alexa is your go-to partner for successful talent acquisition, driving your organization towards greater success.



# 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:** Abbotsford, BC

**Application Deadline:** August 4, 2025

**Short List Interviews:** August 2025

**Start Date:** TBD

**Salary Range:** \$85,000 - \$100,000

## 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.**

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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.