

EXECUTIVE DIRECTOR – The Anglican Foundation of Canada

Full time, permanent position

Starting salary \$87 000 based on experience.

Pension and benefits

Located at our office in downtown Toronto near the Yonge / Bloor subway stop. Occasional opportunities for working from home are anticipated.

Who are we? - The Anglican Foundation of Canada has been supporting innovative ministries, Anglican presence, and diverse infrastructure projects across the Anglican Church of Canada for over 60 years. Programs supported by the Foundation can include building projects, accessibility upgrades, creative arts programs, theological student bursaries, camps, Indigenous prayer, and peace circles, and much more.

Fundraising is grounded in a history of responsible stewardship through relationships with individuals, foundations and organizations connected to the Anglican Church of Canada.

The Foundation administers funds of approximately \$20 000 000 with annual disbursements and loans of roughly \$1 500 000. Grants and loans tend to be small scale but of vital importance to their recipients.

The Anglican Foundation is a medium sized organization which thrives on many small donations and disbursements within a complex eco-system.

The Role - The Board of Directors is seeking an **Executive Director** who will build on existing operational excellence to support evolving faith communities across Canada. This person will play an important role in telling and fulfilling the stories and vision of congregations that are thriving despite aging facilities, Indigenous communities that provide models of healing and reconciliation for all Canadians and a diverse body of theological students who dream of supporting the Church with their skills and perspectives. This position is involved with the full cycle of raising, investing, and distributing funds efficiently and ethically to a very complex organization.

Strategic Challenges - In the coming decade ongoing and emerging challenges include increasing the visibility of the Foundation across the Anglican Church of Canada; strengthening and deepening the donor base; board diversity and continuing work on major gifts and planned giving. Further development of the use of technological resources to support donor management will be required.

Key relationships for this position include;

- **Volunteer Board of Directors** – The Executive Director reports to the Board of Directors. Works with the Chair to develop effective governance, fundraising, asset

management and membership strategies. Communicates with the board and provides support to some committees and leadership to others.

- **Donors and Recipients** – Acts as the public face of the foundation building relationships with existing and new participants. This requires frequent meetings and traditionally significant time travelling across Canada.
- **Anglican Church of Canada** – The Anglican Church of Canada has a complex, diverse, distributed and evolving structure. The Executive Director must be able to understand relationships within this structure and balance the needs of the constituencies.
- **Staff, consultants, and representatives** – The work of the Executive Director is supported by one paid staff member, consultants, and unpaid representatives.
- **Well established network-** The successful applicant is likely to have a well-established network and working relationships in the Anglican Church of Canada

Preferred qualifications and experience

- Anglican leader – lay or ordained.
- Fundraising history of developing charitable revenue streams supported by effective financial management.
- Ability to envision, develop and convey a strategic vision to a range of stakeholders.
- Work effectively with diverse donor and recipient groups.
- An understanding of The Anglican Church of Canada's structure and relationships with communities and people across the Church will be an asset.
- Experience supervising employees and consultants.
- Experience retaining and developing volunteers.
- Strong oral and written communication skills
- Legally able to work in Canada.
- Post-secondary Theological Education and/or Business Administration
- Certification from the Institute of Corporate Directors
- The successful candidate must be able to manage processes in a timely and efficient way.
- Willingness to travel extensively throughout Canada post pandemic.
- Willingness to work remotely now and able to work at the Foundation Head Office in Toronto post pandemic.

Candidates who are accepted for an interview:

- Will be provided with a full job description for the position.
- Must provide the results of a current criminal and vulnerable sector check.

- Education verification will be conducted.

The Anglican Foundation of Canada is an equal opportunity employer.

HOW TO APPLY

Please send a resume and cover letter in an email titled **Executive Director**, to:
apply@anglicanfoundation.org

- Opening Date: Wednesday, June 02, 2021
- Review of applications will start: Friday, July 02, 2021

We thank all applicants for their interest, but only those selected for an interview will be contacted.

The Anglican Foundation of Canada is an inclusive employer. Accommodation measures will be provided in accordance with Ontario's Human Rights Code. If you require accommodation measures to participate in the recruitment process, please direct the request to the email address apply@anglicanfoundation.org