

FLEMINGDON PARK MINISTRY

EXECUTIVE DIRECTOR

POSITION: Executive Director

LOCATION: Flemingdon Park Ministry, 10 Gateway Blvd., Toronto

STATUS: FT permanent position

REPORTS TO: Board of Directors

SALARY: \$80,000 plus full benefit package

CLOSING DAY: Applications will be reviewed on a rolling basis. Deadline for applications is Friday June 25th at midnight

Overview

The Executive Director for the Flemingdon Park Ministry is responsible for the administrative, program, and financial management of the corporation, as well as implementation of policies and guidelines set by the Board of Directors. The Executive Director is to provide Christian outreach ministry that uplifts the spiritual, emotional and material lives of the multi-faith, multi-racial community of Flemingdon Park. This position is responsible to ensure that the Ministry is present to the residents of the Park in such a way that community development, justice through advocacy and trusting and loving relationships are enabled.

Authority

The Executive Director has authority to approve actions by the Flemingdon Park Ministry, to direct staff, and to speak on behalf of the Ministry, within the bounds of such authority as granted by the Board.

The position reports to the Board of Directors. Guidance and direction is provided by the chairperson of the Board and the Board of Directors. If the incumbent is a priest, s/he is under the Episcopal supervision of the Anglican Bishop of Toronto for pastoral supervision.

Responsibility

As its senior employee, the Executive Director is responsible for being fully committed to and advancing the Ministry's vision, mission and strategic directions and acting in the best long-term interests of the Flemingdon Park Ministry and the community. The incumbent will bring to the task a broad knowledge and experience of fundraising practices and principles, informed decision-making ability, and a faith based, inclusive perspective.

General Duties

The Executive Director is expected to:

A. Be responsible for the overall administration of Flemingdon Park Ministry:

1. Oversee the day-to-day operations and provide **strategic direction** in accordance with the Strategic Plan approved by the Board. This plan currently focusses on breaking the barriers of isolation and bringing people together to grow and better themselves, their community and their world. FPM tackles the issues of social isolation through developing community bonds and sustainable food security.
2. Responsible for the overall **leadership of staff and volunteers** including recruitment, supervision, planning, assigning and directing work, appraising performance, and resolving problems to ensure the necessary work is achieved.

3. **Mentor**, support, and facilitate the development of staff leadership skills providing regular focused time and feedback.
4. Manage the work of the "Common Table" including its urban farming and ministry components.
5. Maintain an office so that the functional component of the ministry runs efficiently and in such a manner that the community needs are met and liability is minimized.
6. Maintain prudent **financial management** with an accurate budgeting process.
7. Establish, document, and review formal and informal procedures and practices.
8. **Promote** the ministry in such a way that Diocesan and community financial and 'in-kind' support is ensured. This entails maintaining good donor relations, significant **focus on fund-raising** and development of effective financial partnerships.
9. Work effectively to both support and influence the Board of Directors.
10. Provide information, advice, and counsel to the chairperson of the Board and the Board of Directors in the creation of policies, programs, and strategic direction.

B. Have knowledge and understanding of the community and its issues:

1. Assess the strengths and needs of the community and **develop creative solutions** to respond to the changing needs.
2. Develop program and funding proposals, to create new programs and sustain existing ones
3. Maintain knowledge of social justice issues and a willingness to participate to assist in their resolution for the betterment of community residents.
4. Provide support to vulnerable individuals as appropriate, including working with individuals with mental health challenges.
5. Engage in ongoing professional development such as in the field of Community Development so that understanding and insight of relevant issues is enhanced.
6. Listen to concerns expressed and enable problem solving and strategies for change so that self-esteem and healthy interdependence is enhanced.
7. Be intentional in the **building of community** through events and activities so that a sense of belonging is established enabling neighbors to work cooperatively.
8. Coordinate with relevant community organizations and social agencies.
9. Advocate for individuals and the Flemingdon Park community to the larger community and government and **lobby** all levels of government on behalf of the community.
10. Inform the FPM Board of Directors about emerging community developments and issues affecting the Flemingdon Park Ministry in a timely manner.

C. Other responsibilities as appropriate or as assigned by the Board of Directors.

D. Be a Christian presence within a multi-faith community:

1. If Director is a priest, support worship and appropriate Christian programming for community residents as appropriate.
2. Be sensitive to the spiritual needs of the community which may include providing different formats for expressing the community's faith.
3. Work to present the work of the ministry in a spiritual context.

E. Build and maintain links within and across the Anglican Diocese of Toronto:

1. Participate in appropriate Diocesan gatherings so that relevant issues facing marginalized people are communicated thus ensuring Flemingdon Park has an integral voice in the Church's broader mission.
2. Be available to preach in parishes and present to groups the Flemingdon 'story'.
3. Publicly present the Flemingdon Park Ministry to the Church and the larger community.

Qualifications

The following are considered key job qualifications:

- Commitment to the Flemingdon Park Ministry's vision, mission and strategic directions
- Previous effective leadership and responsibility in a senior role in a community or faith-based organization
- Strong knowledge of the community
- Excellent fundraising knowledge and experience
- Ability to develop, lead, motivate, support, and supervise high functioning staff teams
- Conflict resolution
- Project oriented, marketing experience or background is considered an asset
- Innovative thinking
- Ability to effectively communicate with multiple audiences using a variety of formats
- Strong organizational skills
- Ability to work independently, with minimum supervision
- Desire to help a small faith-based organization effectively support a community in need.
- Experience in social justice issues and advocacy, program design and implementation.

APPLY TO:

Email your resume and cover letter to:

Stuart Hutcheson, Flemingdon Park Ministry, shutcheson@toronto.anglican.ca

Please specify "ED application" in the subject line.

Applications will be reviewed on a rolling basis.

APPLICATIONS:

Under the *Responsible Ministry: Screening in Faith* policy, this position is a high-risk ministry position. As such it is a requirement of this position to complete a satisfactory criminal record check, obtained through the Diocesan approved process, to attend Sexual Misconduct Policy workshops as outlined in the policy, and for the Diocese of Toronto to verify that the successful applicant is suitable for high-risk ministry. The successful candidate must be legally able to work in Canada prior to starting the position.

Flemingdon Park Ministry (FPM) embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome applications from all qualified persons. FPM is an equal opportunity employer.