



Executive Director

Anglican Diocese of Toronto

The Opportunity

The Executive Director will work closely with the College of Bishops, Diocesan Directors, and Synod Council to ensure that the Diocesan goals are achieved and there is an effective management of resources. The Executive Director is the senior executive for the administrative functions and programs of the Synod Office, leading and coordinating the work of senior staff and reporting to the Diocesan Bishop. This is an opportunity for an experienced strategic operational leader to bring their positive and welcoming attitude, commitment to service excellence, and a passion for work with meaning to a talented and devoted staff at a complex organization. This role provides the opportunity to make a significant contribution to our many parishes and ministry partners who work faithfully to make a positive impact into the communities each parish serves – through ministry, outreach, foodbanks, spiritual guidance, and growing the faith of thousands of Anglicans across this diverse Diocese. Interested candidates can learn more about the Diocese at www.toronto.anglican.ca/about-us.

Key Responsibilities:

- Provide skilled and effective management of the administrative and program functions of the Diocese including: administration, archives, communications, finance, human resources, property resources, stewardship development, and social justice & advocacy, along with general oversight of congregational development.
- Ensure strategic planning is accomplished by engaging all relevant persons, committees, boards and organizations to develop and implement strategic and operational planning initiatives.
- Assist in the development of strategies for effectively supporting the initiatives of Synod and ministry within the Diocese.
- Responsible for the operations of the Synod Office and provides counsel to the Bishop on various matters affecting the life of the Diocese.
- Provide information, reports, and recommendations on operational matters.
- Develop teams to work on projects that will support the programs and directions of Synod.
- Ensure Diocesan compliance with all legal and canonical obligations.
- Implement risk management practices and procedures. Identifies potential risks and liabilities for the organization.
- Oversee legal issues and works with legal counsel and insurers to mitigate financial impact to the Diocese.
- Oversee policies and procedures; staff planning, development, and succession planning; and sets department structure.
- Ensure quality services are provided and organizational strategies and initiatives are effectively implemented.
- In consultation with staff and committees, monitor the budget planning process.
- Monitor budget adherence and resolves issues related to variances.
- Actively supports the fundraising initiatives of the Diocese.
- Ensure all relevant information and reporting is provided to stakeholders through clear and timely communication.

Knowledge, Qualifications, Experience, Skills, and Abilities

- Our values are Faith, Compassion, Collaboration, Accountability, and Boldness. Candidates need to demonstrate their ability to infuse these values in their work.
- University degree in business, finance, or related field.
- Minimum 7 years senior administration experience, including:
 - Corporate governance, with preference for experience in faith-based or not-for-profit sectors.
 - Senior management of staff, motivating employees and holding them accountable for results.

- As a strategic leader and in developing and implementing a strategic operational direction.
- A demonstrated commitment to service excellence with particular experience in a volunteer organization in a leadership role.
- Proven change management and facilitation skills.
- Management skills to organize, direct, delegate, and achieve program objectives.
- Exhibit a strong desire for results and success, convey a sense of urgency and drives issues to closure, persist despite obstacles and opposition.
- Understand the need for consultation and know how to rally internal and external stakeholders to build an effective and timely consensus.
- Recognizes the unspoken organizational constraints – what is and is not possible.
- Excellent skills in the following areas:
 - Leadership: building and leading effective teams, fostering collaboration among multiple stakeholders and team members to strengthen trust.
 - Collaboration, ability to work in a team, and the ability to build and maintain relationships.
 - Financial acumen.
 - Communication both verbally and in writing; comfortable making presentations to a broad spectrum of audiences.
 - The ability to manage many and varied tasks, and to prioritize complex tasks with critical deadlines.
- Demonstrates initiative and is a self-starter.
- Demonstrates a strong level of adaptability, flexibility, accountability, innovation and commitment to best practices.
- A good working knowledge or a willingness to become familiar with processes, structures and norms of the Anglican Diocese of Toronto.
- Understanding the culture of the Church in order to effectively achieve strategic objectives; commitment to and passion for the Church, Diocesan mission and directions.

Staff Benefits

- A workplace culture rooted in being people-centric, supportive, and faith based; fostering a sense of belonging and purpose in all that they do.
- A competitive compensation package, including participation in the General Synod Pension Plan (5% contribution from employee and 12.5% contribution from the employer) and group life insurance, extended health, dental, and vision benefits for you and your dependents.
- 5 weeks annual vacation; summer hours; and additional paid holidays.
- Hybrid work arrangements with onsite parking on office days.
- Paid sick days, short term and long term disability plans.
- Continuing Education Program.
- Access to an Employee Assistance Program.
- Pregnancy and Parental Leave top-up program.
- Upon retirement, a retirement allowance and post-retirement group benefits.

How to Apply

To express interest in this exciting opportunity, email your cover letter and resume to:

Human Resources
 Anglican Diocese of Toronto
 Email: hr@toronto.anglican.ca

The Diocese offers an accommodation policy and accommodations will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to us. We welcome applications from all qualified persons. The Anglican Diocese of Toronto is an equal opportunity employer.