

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 Sep 3rd 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. Mentorship and direction is provided by the chairperson of the Board and the Board of Directors. If the incumbent is a priest, they are under the Episcopal supervision of the Anglican Bishop of Toronto for pastoral supervision.

Responsibility

As its senior employee, the Executive Director is fully committed to advancing the Ministry's vision, mission and strategic directions and acting in the best interests of the Flemingdon Park Ministry and the community. The incumbent will bring 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. Oversee Operations for Flemington Park Ministry:

1. Lead all aspects of the day-to-day operations and provide **strategic direction** in accordance with the Strategic Plan approved by the Board. This plan currently focuses 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 work, managing performance, and resolving problems. Team includes a permanent staff of 5 plus summer students.
3. **Mentor**, support, and facilitate the development of staff by providing regular focused time and feedback.
4. Manage 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 ensuring that Diocesan and community financial and 'in-kind' support is ensured. Maintain good donor relations, ensure significant **focus on fund-raising** and establish effective financial partnerships.
9. Support and influence 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. Create new programs and sustain existing ones by developing program and funding proposals.
3. Maintain knowledge of social justice issues and assist in their resolution for the betterment of the community.
4. Provide support to vulnerable individuals, 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 execute strategies for change so that self-esteem and healthy interdependence is enhanced.
7. Be intentional in the **building of community** through events and activities establishing a sense of belonging and cooperative work among neighbours.

8. Coordinate with relevant community organizations and social agencies.
9. Lobby all levels of government and advocate on behalf of Flemington Park and the broader community.
10. Advise the FPM Board of Directors about emerging community developments and issues in a timely manner.

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

1. If Director is a priest, support worship and appropriate Christian programming for community residents.
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.

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

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

E. Other responsibilities as assigned by the Board of Directors.

Qualifications

The following are considered key job qualifications:

- Commitment to the vision, mission and strategic direction
- Proven success in a senior role in a community or faith-based organization (minimum 3 years experience)
- A 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.
- Demonstrated success and experience in fundraising
- Ability to lead, develop, empower, and supervise high functioning staff teams
- Resolve conflict in a respectful and timely manner
- Creative thinking and ability to generate innovative solutions
- Effectively communicate with multiple audiences using a variety of formats
- Strong organizational skills
- Ability to work independently, with minimal supervision
- Project oriented, marketing experience is considered an asset
- Education: Bachelor/Master of Social Work or MDiv preferred.

APPLY TO:

Email your resume and cover letter to:

Stuart Hutcheson, Flemingdon Park Ministry, stu.hutcheson@sympatico.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.