

Executive Director Job Description

❖ General Management

- Work with the Board of Directors and the Pastoral Director to translate Sanctuary's mission statement and ministry vision into an actionable strategic plan to guide programmatic, policy, and operational decisions and ensure overall organizational accountability
- As appointed by the Board of Directors, the Executive Director will perform or appropriately delegate all general management duties ensuring smooth operations of Sanctuary, including, but not limited to planning, actively managing, and overseeing the day-day to day operations of Sanctuary according to Board Policies and Operational Procedures/Policies
- Communicate effectively with the Board by providing members with all information necessary to continually function properly and make informed decisions in a timely and accurate manner.
- Manage risks to the organization, staff and community. Proactively advise the Board when risks are present that have potential financial or reputational risk.
- Be keenly aware of issues of law and liability concerning Sanctuary's ministries and seek professional guidance as necessary in such matters, developing specific protocols of operation in keeping with and in response to these issues.
- Supervise maintenance and management of the Sanctuary properties and assets.

❖ Finance

- As appointed by the Board of Directors, the Executive Director will function as the Chief Financial Officer overseeing all aspects of the business of Sanctuary, specifically and directly supervising those staff, volunteers, or contracted persons responsible for carrying out the financial and clerical aspects of the ministry.
- Provide overall financial management and accountability in accordance with the standards established by the Canadian Council of Christian Charities, and in keeping with accepted professional accounting practices
- Supervise preparation of annual budgets and oversee preparation and production of the ministry's annual audited financial statements.
- Collaborate with the Board Treasurer to supervise ongoing progress with respect to annual budget and direct adjustments in spending as necessary.

❖ Human Resources

- Work with the Board of Directors in the development of policies and procedures for Sanctuary in the areas of Health and Safety, Employment and Organizational structures, and Compensation (possibly with the assistance of an HR consultant) and in compliance with all applicable employment legislation.

- Direct the implementation of appropriate procedural standards in the areas of Organizational Structure, Health Clinic, Finances, Building and Property, Team Functioning, Staff Expectations, Employment, Health and Safety.
 - Oversee the hiring of staff, including approving current and newly developed roles, recruitment, orientation and onboarding.
 - Oversee staff professional development by establishing training protocols and measurable targets for each position and develop a consistent performance review process that measures performance against set targets.
 - Responsible for staff discipline and performance improvement, up to and including termination, for staff not performing to adequate standards.
- ❖ Program
- Work with key staff and other stakeholders in the ongoing development and strengthening of existing programs.
 - Work with key staff, the Board and other stakeholders in the sound establishment of new programs.
 - Plan and ensure appropriate facilitation of all business staff meetings.
 - Participate in drop-ins (at least 1 every two weeks), street outreach (at least 1 every two weeks), Sunday Services (at least one per month).
- ❖ Public Relations and Donor Development
- Maintain and enhance the existing donor base through the supervision of regular and suitably professional communication.
 - Supervise the ongoing development/production of the website, newsletters, and other means of communication.
 - Cultivate positive relationships with neighbours in our immediate vicinity, including businesses and residents.
 - Seek to continually increase the awareness of and funding for Sanctuary and its ministry in all areas of public life, including the broader Church in Southern Ontario, the secular business community, and the political arena.
 - Develop practical networks with other similar-minded agencies, at the local level and beyond, for the purposes of sharing resources, multiplying effectiveness, and increasing our collective impact.
 - Represent Sanctuary at Christian, professional, political, business, and other similar functions as required.

About Sanctuary

At Sanctuary, we are becoming a healthy, welcoming community where people who are poor or excluded are particularly valued. This community is an expression of the good news embodied in Jesus Christ.

Our faith and relationship with God inform us in identifying the following as some of our core values:

Dignity: We believe that each person is created in the image of God and, as such, has the right to be treated with the utmost dignity.

Mutuality: We come to our relationships recognizing that each person has gifts to be shared and gifts to be received.

Inclusivity: We intend that our community at Sanctuary will be as inclusive as Jesus was in his life.

The words we often use to describe ourselves are “community” and “family.” Our staff and those they serve “do life” together. This can be challenging, complicated, and messy. We find that it is also enlivening, fulfilling and deeply meaningful.

Sanctuary is a freeing place to work. While accountable to each other, we have a lot of autonomy to manage our own schedules and workflow, because we trust one another. We each have a deep commitment to this community, as well as to our roles within it.

Each of our team, regardless of their unique focus within the community of Sanctuary, is committed to viewing ourselves first and foremost as members of the community. And while still being committed to fulfilling their specific role to the very best of their ability, their engagement with the Sanctuary community takes precedence over the duties of their role.

By joining us you will become an important part of our close-knit community. We hope that you will feel at home here, that you will be with us for the long haul.

You will succeed at Sanctuary if you have these characteristics:

1. **Your Christian faith** informs, motivates and inspires all facets of your life.
2. **You are comfortable with tension and ambiguity.** This community includes a wide range of people. We don't always agree, but we always care for one another. Sanctuary tends towards being a harm-reduction community, and the tension of wanting the best for people while supporting them where they're at is part of our reality.
3. **You are a strong communicator.** You listen more than you talk, and you want to understand other people's viewpoints. You are clear in your words, and you are able to convey empathy and conviction.
4. **You are resourceful.** When something goes wrong, you know how to bring together resources on hand to make it right, whether the challenge is logistical or inter-personal.
5. **You are flexible.** Schedules around here are written in pencil, and you'll probably be asked to do things you've never done before. You can change plans when the need arises.
6. **You engage intentionally with self-care.** This is a community that puts you at risk for trauma, compassion fatigue, burnout, and compound grief. It's essential that you

are someone who regularly accesses a personal support network and strives to maintain health through activities and resources that ground and inspire you.

- ❖ **The Executive Director should have strong administrative and people skills. Knowledge of Human Resources policies and procedures would be an asset.**

Sanctuary is a community that celebrates diversity. All qualified applicants will receive consideration for employment without regard to race, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

To apply send the following to applications@sanctuarytoronto.ca:

- **Cover Letter**
- **Resume**
- **Statement of Calling**
- **Names of two references**

Applications will be accepted until July 15, 2022.