

**POSTED: December 14, 2020**

## POSITION SUMMARY

The **Executive Director** provides managerial and administrative leadership to develop and implement the necessary plans to carry out the goals as directed by the Board. They are responsible for overseeing administration, fund-raising, programs and the strategic plans of the organization

## DUTIES & RESPONSIBILITIES

### Board Governance

- Supports and guides the organization's mission as directed by the Board of Directors
- Communicate with the Board of Directors in a timely and accurate manner
- Work with Board in policy decisions, strategic planning and implementation
- Prepare for and attend all Board meetings and committee meetings as required

### Financial

- Responsible to oversee fundraising and developing of other revenues necessary to support the mission
- Responsible for the fiscal management and the financial stability of the organization
- Planning and adherence of annual operating and capital budget
- Ensure the preparation of monthly financial reports

### Operations

- Responsible to oversee the performance, maintenance and implementation of programs that carry out the mission
- Ensure policy compliance and ensure all legal and regulatory documents are filed
- Responsible for the hiring, retention, performance and discipline of staff

### Liaison & Promotion

- Responsible for the enhancement of St. Therese by being active and visible in the Catholic community
- Develop and maintain relationships with various Christian organizations to advance the mission
- Serve as the primary spokesperson for St. Therese
- Retain and develop relationships with donors

## SKILLS & QUALIFICATIONS

- Leadership and/or Managerial experience in a corporate or non-profit organization
- Experience working with Board of Directors
- Financial Management Experience and competencies
- Ability to inspire confidence and build trust
- Ability to apply successful fundraising and networking techniques
- Excellent communication skills including public speaking
- Fundraising experience
- Be able to lead a team dedicated to fulfilling the organizations mission through programming, community engagement and fundraising targets
- Practicing Catholic of good moral character and deep faith
- Ability to work in a collaborative model of leadership
- Dynamic leadership, interpersonal, administrative, and organizational skills
- Computer literacy, excellent written and oral communication skills
- Must have excellent time management skills and be able to maintain a flexible schedule

**Forming Disciples of Christ according to the spirituality of St. Thérèse of Lisieux.**

*St. Therese Institute – Vision Statement*

**CURRENTLY ACCEPTING APPLICATIONS FOR THE ABOVE POSITION.**

Recruitment for the position of Executive Director will continue until a suitable candidate is found.

**Please provide:** curriculum vitae (*including references*) and cover letter indicating why you are the best candidate for the position and wage expectations to [employment@sttherese.ca](mailto:employment@sttherese.ca)

**For more information:** Please contact Michael Marshall, Chairman of the Board, at 306-222-6636 or Vicky Serblowski, Executive Director, at 306-369-2555 x111

**ST. THERESE INSTITUTE IS LOOKING FOR OUR NEXT GREAT LEADER...  
COULD IT BE YOU?**

Do you have business experience?  
Does the Catholic faith excite you?  
Does the thought of being a leader in a growing Catholic apostolate energize you?  
Do you dream of developing a good organization into a great one?  
Does the tranquility of working in a small town put a smile on your face?

**Then maybe your next mission is with us!**

St. Therese Institute of Faith and Mission is a post-secondary Catholic school providing adult faith formation in a common life of study, prayer, and fellowship, inspired by the life and teachings of St. Thérèse of Lisieux. Through the encounter with Jesus Christ, lay men and women are equipped to pursue holiness and become missionary disciples of Christ in the world.

*St. Therese Institute – MISSION STATEMENT*

Forming Disciples of Christ according to the spirituality of St. Thérèse of Lisieux.

*St. Therese Institute – VISION STATEMENT*