

Employment Opportunity - Posting

The Salvation Army - [Division or THQ or NRO]



Giving
Hope
Today

Job Title:	Executive Director	Competition #:	
Ministry Unit/Dept:	Fort St. John	Status:	Full time / part time / temporary / casual
Salary Range:	\$37.71 - \$47.14 / hr	Date Posted:	Aug 20, 2024
Address:	Fort St. John	Posting Expires:	
Applications Accepted By:			
Fax or E-mail: BCHR <bchr@salvationarmy.ca> Attention: <p style="text-align: center;">Please no phone calls.</p>		Mail:	
MISSION AND VALUES:			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone’s worth. Stewardship: We responsibly manage the resources entrusted to us.</p>			
JOB DESCRIPTION:			
POSITION PURPOSE SUMMARY:			
<p>The Executive Director – C will provide leadership by directing all business and program-related matters for large ministry units including finance, property, legal, government funding, information technology and employee relations.</p>			
BASIC FUNCTIONS/RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Participates with DHQ/THQ consultants in the strategic planning for the ministry unit securing necessary approvals from the DMMC • Directs and oversees the annual budgeting process for the ministry unit • Directs and oversees family services and thrift store operations in Dawson Creek • Facilitates implementation of Territorial standards and best practices reflecting the economic, service, and business environment in compliance with The Salvation Army • Ensures all property is inspected and maintained in compliance with applicable legislation; works with the Divisional Secretary to prepare all property proposals for presentation to the appropriate boards • Oversees or directly manages effective employee/labour relations practices in consultation with the Divisional Director of Human Relations • Determines how client care is delivered, anticipates new services/programs, and strive for continuous improvement in programs and client relationships • Where applicable, participates in union negotiations as the senior local manager 			

- Initiates, maintains, and promotes positive working relationships/partnerships and communications with funders and community stakeholders; works DHQ/THQ to re-negotiate contracts with government funder/s; works with DHQ/THQ to identify and pursue opportunities to enhance program delivery by seeking new government funding sources
- Within the ministry unit, analyses statistical and financial reports for the purpose of strategic planning and reports to the DMMC
- Ensures a spiritual dynamic to all programming
- Serves actively as the lead member of the management team for The Salvation Army Fort St. John Community Ministries and Northern Centre of Hope and oversees the management team function and meeting schedules.
- Gives oversight to all community ministries programs, ensuring ministry objectives are consistently accomplished and that a spiritual focus is applied to all program initiatives.
- Develops strategies and recommendations for staff and volunteer development, handles recruitment, orientation, performance management and terminations.
- Develops, recommends, implements, and enforces policies and procedures for in consultation with senior management team and/or frontline supervisors.
- Ensure coordination of annual fundraising efforts (Red Shield Appeal, Christmas Kettle Campaign, and Thrift Store).
- Provides visibility for The Salvation Army within the community through service club participation, media relations, public relations, etc.
- May be directly responsible for chaplaincy service
- Monitors and ensures consistency in case management systems and practices
- Establishes and maintains a Community Council, recruiting members, setting agendas, taking minutes, and following up on actions arising from meetings
- May provide direct client care and/or intake services as needed.

Responsibility of Human Resources

- Hires, orientates, trains, evaluates, recognizes, disciplines, and terminates in concert with Territorial standards; submits and acts on incident reports; deals with complaints
- The incumbent is responsible for the direct and indirect supervision of supervisory staff and non-supervisory staff reporting to a supervisory subordinate
- The incumbent provides direction concerning current tasks or consults in assignments
- The incumbent has significant input into human resource decisions; and decides on hiring, termination, or disciplinary decisions
- The incumbent directly supervises 7-8 full-time employees, part-time employees, and/or volunteers.
- Processes timesheets for direct reports.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

**NOTE: For some jobs, you may be required to provide validated educational documentation.*

Education, Qualifications and Certifications:

- Completed an Undergraduate University degree, preferably B.A., B.Sc., or B.Sc.N.
- A diploma/certificate in Human Relations or Human Sciences in addition to a Bachelor's Degree will be considered as a strong asset.
- An alternative combination of education and experience may be considered.

Experience and Skilled Knowledge Requirements

- A minimum of five years of prior related experience, including supervisory and budget management experience in a not-for-profit social services environment.

Skills and Capabilities:

- Attention to detail, problem solving and analytical skills.
- Attention to computer work.
- Attentive listening, empathy to staff, clients, and volunteers.

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- Strong skills in MSOffice 365 (Excel, TEAMS, Word, PPT).
- Proficiency in strategic planning, program development and evaluation.
- Successful track record of funding application/negotiation, program administration financial development; ability to build long-term contracts, arrangements, and relationships.
- Operational and service management skills to sets clear standards and practices to deliver quality care and service in accordance with the accreditation process, intended ministry outcomes, and resources.
- Excellent communication skills (verbal/written) to relate easily to a diverse team of staff and clients and communicate with integrity, authenticity, and transparency to inspire confidence and optimism, maintain trust and confidentiality, and prepare/present information with impact to influence others.
- Managerial leadership skills to lead effective change management, organizational development, and staff engagement to promote excellence and strong teams.
- Sound management skills including setting direction, managing performance, assessing capability; proven ability to establish and maintain productive relationships with community-based organizations.
- Proven experience in developing proactive working relationships with government funder(s), and other funding opportunities
- Strong financial acumen in analyzing and reporting on business/financial health and risks with excellent analytical and mathematical skills.
- Ability to multi-task within a high-pressure environment.
- Sense of integrity as well as political acumen.
- Creative mindset and belief in ongoing learning and development; ability to work within the mandate of The Salvation Army's Mission, Vision and Values, exemplifying highly ethical standards of conduct; knowledge, understanding, and a commitment to equity, diversity and inclusion.

HOURS: M-F, 8am – 4pm; 40hrs/wk

Successful candidates, prior to hiring, may be required to provide:

- Background check consent.
- A clear vulnerable sector screening.
- A clean drivers abstract.
- Completion of our online Praesidium Abuse Training and required Health and Safety training.

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.



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