

## **Mennonite Brethren Church of Manitoba Executive Director - Position Description**

**Position Title:** Executive Director  
**Reports To:** Accountable to the MBCM Leadership Board.  
**Effective Date:** To be arranged

### **Position Overview**

- To give direction and leadership toward the achievement of MBCM's mission, vision and strategic priorities
- To develop and implement the strategic goals and objectives in line with the strategic priorities as established by the MBCM Leadership Board
- To be the primary public leader of MBCM, promoting its mission, vision and values to our constituency and our community
- With the chair, to enable the MBCM Leadership Board to fulfill its governance function

### **Position Qualifications/Competencies/Gifts**

- Mature Christian character and demonstrated love for God and the Church
- A humble servant-leader as described in John 13; 1 Pet 5: 1-4; I Tim 3 and Titus 1
- Committed to the Mennonite Brethren confession of faith and to live a lifestyle consistent with that confession of faith
- Active member of a Mennonite Brethren Church
- Gifted in leadership as a visionary and collaborative leader
- Takes initiative; operates independently when necessary
- Possesses good communication and interpersonal relational skills; connects and communicates to all generations
- Preferred Education: Post-Secondary degree aligned with position expectations
- Experience in business would be an asset
- The ability to build a staff team and a positive working environment (Team builder, motivator, encourager)
- Experience and understanding with non-profit governance and structure as it relates to the Executive Director and MBCM Leadership Board roles and relationship
- Cultivates a Christ-centred worldview that is current and informed; has a growing knowledge and understanding of our society's culture and church culture and a willingness to discover how to lead MBCM into the future

### **Position Responsibilities**

#### **1. Leadership**

- Visionary – work with the Leadership Board and our churches to develop the vision for the mission of God in and through MBCM
- Collaborative – Network with and maintain positive working relationships with MBCM churches, partner organizations, and the community. Work in close collaboration the following groups to achieve the MBCM mission and vision:

- the Leadership Board
  - the MBCM staff team
  - the Manitoba MB churches
  - the Canadian Conference of MB Churches
  - our partner organizations/ministries
  - our community & province
2. Board Administration and Support
    - Provide the Leadership Board with all information it needs for its governance responsibilities
    - Develop and maintain healthy relationships between the Leadership Board and the stakeholders, including MBCM staff and volunteers, our churches, our community and the regulatory authorities
  3. Program
    - Oversee the design, development, delivery and evaluation of programs and events in support the MBCM mission and vision
    - Formulate supporting policies and planning recommendations to the Leadership Board
  4. Human Resources
    - Lead and develop the MBCM staff team (including paid and unpaid staff) to deliver the programs and events in support of the MBCM mission and vision
    - Lead and manage the staff as a team and individuals on that team:
      - ensuring current relationship descriptions are in place for each employee
      - providing regular staff evaluations, opportunities for professional development, team building, staff growth,
      - holding employees accountable within the context of mutual accountability
    - Manage the MBCM staff team according to authorized personnel policies and procedures that fully conform to current laws and regulations
    - Act as the primary point-of-contact for all staff members to the Leadership Board
  5. Financial
    - Develop the financial and physical resources needed to achieve the programs/events in support of the MBCM mission and vision
    - With the Leadership Board treasurer, oversee MBCM finances including preparing and adhering to the budget, payroll and all bookkeeping functions
    - Enable the Leadership Board to fulfill its fiduciary responsibilities and retain its integrity in financial matters

Please send resumes to Harold Froese at [froesehj@mts.net](mailto:froesehj@mts.net)