



**OPPORTUNITY PROFILE**

**EXECUTIVE DIRECTOR**

YFC | Youth Unlimited Timmins Region

# 01 EXECUTIVE SUMMARY

Youth for Christ Timmins Region is looking for an Executive Director who is an experienced and transformational leader with a servant's heart and a passion for ministering to youth.

The Executive Director provides overall visionary and strategic leadership to the ongoing development of new and existing ministry programs. The Executive Director oversees the recruitment and development of staff for leadership, administrative, and ministry roles. The Executive Director is a faithful steward of resources and ensures YFC Timmins Region's positive fiscal performance through responsible budgeting and management of fundraising activities. The Executive Director is responsible for all activities outlined in YFC Timmins Region's bylaws and is accountable to the Board of Directors for the management and direction of the activities and affairs of YFC Timmins Region, including the overall spiritual well-being of the organization.

If you are a dynamic leader who wants to grow and develop the ministry programs of YFC Timmins Region, we would love to hear from you!





## 02 WHY CONSIDER THIS POSITION?

- You can make an impact on the youth of the Timmins region through YFC.
- You will be surrounded and supported by an experienced and committed staff.
- You will help shape and develop emerging leaders.
- A solid national organization structure will support you.
- You will be provided with significant learning and growth opportunities.
- You will join one of the most committed and capable teams of youth workers in Canada.
- YFC provides spiritual formation, spiritual guided retreats, coaching and training opportunities.
- We offer a competitive salary and a comprehensive health and dental benefits package.



# 03 COMMUNITY PROFILE

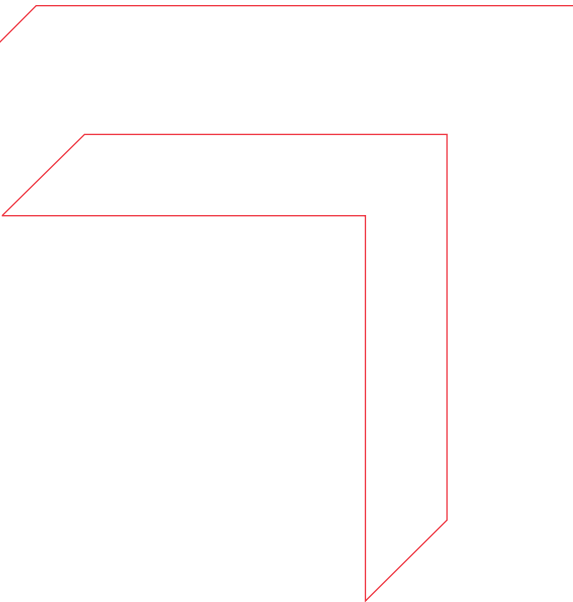
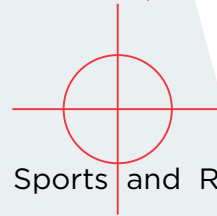


## TIMMINS REGION

An outdoor enthusiast's paradise, the City of Timmins boasts legendary Northern hospitality, tranquility and four predictable seasons. As host to top-tier events, such as the annual National Kayak Challenge, as well as being renowned contributors to the mining and forestry sectors, Timmins residents celebrate their accomplishments and take great pride in their city.

The City of Timmins has hundreds of answers to the question, "*What is there to do here?*" We offer an endless list of things to see and do - year-round, with plenty of choices to suit every age and lifestyle.

This ranges from Attractions, Cultural Life, Outdoors, Sports and Recreation, Festivals and Special Events.



## WHY DO WE EXIST?

We exist to see....

**Every young person living fully in Christ**

## HOW DO WE BEHAVE?

- Centered on Christ
- Called to the Mission
- Committed to Relationships
- Seriously Fun



## WHAT DO WE DO?

Engage and equip youth to know and follow Jesus

## HOW DO WE SUCCEED?

- Saturated in Prayer
- Equip Staff and Volunteers
- Contextualized Youth Programming
- Partnerships

# 05 WHAT DOES THAT LOOK LIKE?

## CORE MINISTRIES

Creating clarity around our story, increasing organizational collaboration, ministry development, partner development and impact.



### INNOVATIVE CENTRES

Pursuing shared interests in inspiring environments



### CRITICAL CARE

Supporting youth experiencing systemic vulnerability



### COMMUNITY OUTREACH

Connecting through team and mentoring relationships



### LEADERSHIP DEVELOPMENT

Growing and discovering God's purpose for life



### TRIPS, CAMPS & EVENTS

Sharing experiences, adventure and social impact



### MARKETPLACE INITIATIVES

Developing employment skills and entrepreneurship



# 06 KEY RESPONSIBILITIES



## Staff Leadership and Development

- Develops a comprehensive organizational strategy for team building, coaching, personal development, and staff care.
- Provides overall leadership to the staff team and is held accountable for the performance of the organization.
- Responsible for the ongoing professional development of staff members; supports the professional well-being of all staff.
- Provides leadership at regular staff meetings.
- Ensures annual staff reviews are performed.
- Oversees recruitment of new staff for leadership, administrative, and ministry positions.
- Form a senior leadership team to help drive the organizational mission and priorities.

## Board of Directors

- Ensures effective monitoring, evaluation, and reporting on all organizational initiatives.
- Works with the Board of Directors on planning, policies, programs, personnel, finances, and facilities.
- Acts as a liaison between the Board and YFC Canada as well as other agencies and like-minded ministries, locally, nationally, and internationally.
- Sits as an ex-officio member of all committees established by the Board of Directors.
- Together with the Board of Directors, develops and implements the strategic plan.
- Develops annual goals and objectives for YFC Timmins Region for submission to the Board of Directors.

## Programs

- Provides overall vision and leadership for the programs; maintaining their relevance and effectiveness in accordance with the mission statement and purposes of the organization.
- Is responsible for the identification and implementation of new programming to meet the current needs of youth.

# 07 KEY RESPONSIBILITIES

## Community Relations

- Ensures that a positive and credible public image is developed and maintained for the YFC Timmins Region organization.
- Maintains regular communication with supporters, churches and community leaders; sharing with them the impact of YFC Timmins Region's ministry programs.
- Ensuring the development of timely and relevant printed and digital materials.
- Engaging in regular presentations to civic leaders, pastors, parents, schools, etc.
- Represent YFC publically at community events and seek ways of supporting what the community is focused on when appropriate.

## Fundraising and Donor Development

- Is responsible for the fundraising activities of YFC Timmins Region, including the creation of a dynamic fundraising strategic plan.
- Engages strategically in activities that expand the financial capacity of the organization, including donor meetings, public speaking engagements, and events.
- Invites and cares for ministry partners as a prayerful and financial support team.
- Maintains and grows the current donor base.
- Uses a management system program to track regular communication and personal contact, and seeks prayer and financial support for the organization.
- Ensure that staff are equipped for ministry partner development support raising.
- Securing and maintaining a sound base of financial and prayer partners to a level sufficient to fund the salary and immediate costs of this position.

## Finance and Administration

- Supervises the general operations of YFC Timmins Region's office.
- Ensures the development and implementation of adequate operational systems, procedures, and controls for the organization.
- Develops and operates within the Board-approved annual budget and process.
- Is familiar with and adheres to YFC Canada's policies and guidelines, including the Charter by-laws and operating agreement that binds YFC Canada and Chapters together.



# 08 KEY RESPONSIBILITIES

- Is familiar with and adheres to all applicable government regulations.
- Abides by and ensures YFC Timmins Region's policy and procedure manuals are kept up-to-date and followed by staff and volunteers.
- Ensures that adequate and properly maintained facilities and equipment are available for YFC Timmins Region's programs and staff.
- Develop and operate within a board-approved budget and process.
- Operate the organization within the guidelines given by the Canadian Revenue Agency for Non-Profit Charitable organizations.
- Attends yearly YFC Canada's AGM with the Board Chair and participates as a voting member.

## Spiritual and Personal Development

- Is a faithful and contributing member of a local church.
- Prays for and with staff, the board of directors, and the ministries of YFC Timmins Region.
- Spends time in spiritual reflection and development.
- Completes the YFC Canada credentialing process within two years of the start date.
- Participates in training and development courses, conferences, and workshops, as approved by the board of directors.
- Implements a yearly staff and board of directors off-site meeting for spiritual rejuvenation, team development, and planning..
- Spends time in spiritual reflection and development by participating in a regular rhythm of spiritual retreats.
- Participates in the National YFC Ministry Conference, Leadership Conference, regional retreats, and other YFC Canada initiatives.



# 09 QUALIFICATIONS



## SKILLS/ABILITIES/EXPERIENCE

- Aligned with YFC Canada Statement of Faith and the Community Covenant.
- Experience in building an organization and launching new initiatives.
- Strong organizational and time management skills.
- Proven experience in fundraising and donor development.
- Strong verbal and written communication skills.
- Experience with managing and leading a team.
- Strategic thinking and planning skills.
- Ability to manage change.
- Visionary and motivating.
- Fluency in spoken French and/or Cree will be considered an asset.
- Aligned with YFC Canada Statement of Faith and the Community Covenant.

## CHARACTER QUALITIES

- Has a humble and teachable spirit.
- Has a passion for the lost, the city, and youth.
- Is a servant leader: a heart after the heart of God.
- Is a coaching leader.
- Is an Effective team builder.
- Engages in courageous conversations.
- Has a healthy work-life balance.
- Pursues personal accountability & integrity.
- Actively pursues personal and spiritual growth and development.



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# ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

**Location:** Timmins

**Application Deadline:** July 15, 2024

**Short List Interviews:** August 2024

**Hire Date:** September 2024



# HOW TO APPLY

Please send your resume and cover letter to [hr@yfc.ca](mailto:hr@yfc.ca).

At YFC Timmins Region, we believe that the body of Christ is unified when each of us is encouraged, recognized, and able to serve out of our gifts. We believe that embracing, endorsing, and learning from different leadership styles will grow the ministry and make it more effective.

We strongly encourage applicants of all abilities and ethnicities from all denominations who love Jesus and youth and are aligned with our vision and values, to consider applying for this role. We strive to achieve equity in the workplace. Accommodations are available on request for candidates taking part in the selection process. If you require accommodation during the recruitment process, please contact us at [secretary@yutr.ca](mailto:secretary@yutr.ca) or **705.360.0697**.





