



Executive Director Search

Job Position to be filled

Executive Director

Job Description

Summary of primary job functions

The Executive Director for Advokate Life and Education Services (Advokate) will oversee the day-to-day operations of our non-sectarian, not-for-profit organization, whose mission is to create educated communities where families thrive, and babies' lives are valued and welcomed. Advokate provides compassionate, tangible support to vulnerable women and families facing unplanned pregnancies, offering services such as:

- Pregnancy Counselling & Support: Free, confidential care including pregnancy tests, options counselling, and resources for pregnancy, birth, adoption, and parenting.
- Post-Birth Support: Programs like "Beyond the Bump" that assist new mothers with cooking, cleaning, and building community.
- Post-Abortion Care: Support for women processing emotions after abortion through one-on-one or group sessions.
- Community Education: Presentations on topics like sexual health, pregnancy options, prenatal development, and abortion bioethics.

The Executive Director serves as an advisor to the board of directors and an active collaborator in helping to create and execute board policies and the strategic plan.

Duties will include, but are not limited to, supervising the Advokate Leadership Team, implementing the strategic vision, and ensuring business decisions drive organizational stabilization and growth. The Executive Director will be responsible for developing funding through grants, donations, and community relationships with stakeholders.

The Executive Director establishes and sustains an effective organizational structure and staff. Coordinates major activities through the Leadership Team and appraises assigned personnel. The Executive Director is ultimately responsible for external communications and represents Advokate to regulatory bodies, other agencies, churches, donors, and the general public.

Responsible to

The Board of Directors of Advokate Life & Education Society.

Qualifications

Personal

- Passion for life, families and babies
- Inspirational communicator
- Vision-driven and highly organized
- Possesses high emotional intelligence
- Highly ethical behaviour (demonstrating Advokate's values)
- Calm under pressure and able to juggle competing demands
- Agreement with the Advokate Values

Professional

- Advanced degree(s) and/or 5+ years of experience in the faith-based nonprofit sector
- Executive-level managerial experience
- Financial acumen
- Public relations
- Proven fundraising experience an asset
- Marketing experience an asset

Duties and responsibilities

General

- Works with the board on strategic plan development
- Acts as the key spokesperson for Advokate
- Executes board-approved policies
- Directs and oversees short and long-term strategic plans
- Maintains a competent and effective managerial staff
- Provides leadership to organization personnel through effective objective setting, delegation, and communication
- Formulates and implements corrective action as needed

Administration

- Ensures administrative staff remain current to the organization's business and Board directives/approvals that affect their functions and areas of responsibility
- Recommends to the Board changes to policies and procedures that would improve the organization
- Works with the Board of Directors on governance policy issues by providing support and by initiating approved recommendations or actions
- Ensures compliance to minimum standards following all government legislation, regulations and guidelines pertinent to Advokate's role as an employer and non-profit agency
- Maintains an effective and cost-efficient office environment
- Oversees and manages all HR functions pertinent to the organization
- Determines staff training and/or equipment needs of clerical and administrative employees, considering annual budget allocations
- Submits all information, reports and records as requested or required by law to appropriate government officials or the board of directors
- Develops and implements operational plans, policies, and goals that further strategic objectives

Core Competencies

Adaptability:

Demonstrated ability to pivot, be flexible, versatile and/or tolerant in a changing workforce environment while maintaining effectiveness and efficiency.

Ethical Behaviour:

Understand ethical behaviour and business practices, ensuring their own behaviour and that of others aligns with these standards and Advokate's values.

Relationship Management:

Establish and maintain strategic working relationships with internal and external stakeholders and donors to achieve Advokate's goals.

Effective Communication:

Strong communicator, with the ability to observe, listen and then respond in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Excellent public speaking, media relations and presentation skills, as well as conflict resolution and active listening skills.

Ability to Engage Diverse Christian Communities

The ideal candidate will demonstrate a strong understanding of both Protestant and Catholic traditions and possess the ability to effectively communicate, build relationships, and foster trust within these communities. As our support base spans across Protestant and Catholic churches, the candidate must be comfortable engaging with and addressing the unique perspectives, values, and needs of these faith traditions.

Teamwork:

Maintains a competent and effective leadership team and works cooperatively and effectively with others to set goals, resolve problems and make decisions. Celebrates the success and growth of team members, ensuring they receive recognition and credit for their contribution. This attitude is also extended towards volunteers, churches and organizations who are from a wide variety of cultures, abilities and perspectives.

Leadership:

Positively influence others to achieve results that are in the best interest of Advokate and its partners. Excellent at motivating others and creating a sense of urgency and excitement around an idea or projects, and then structuring and coordinating efforts to get people moving in the same direction.

Financial:

Oversees the preparation of the annual budget for board approval. Maintains full awareness of the complete financial, statistical and accounting records of the organization and makes sure that operating results are achieved within the annual budget. Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting.

Identifying Potential:

Sees the potential in people, ideas and projects and inspires others to see it too.

Decision Making:

Assess situations wisely to determine their importance, urgency, and risks, and make clear decisions that are timely and in the best interests of Advocate.

The Ideal Candidate**Leadership Style**

- Models an active life with integrity and authenticity and ensures a culture of care and nurture.
- Embodies a compassionate leadership style that leads through encouragement, not criticism, and is rooted in respect, empathy, and a deep commitment to the flourishing of women, babies, and families.
- Is wise, authentic, discerning, humble, and grace-filled in their convictions, demonstrating great self-awareness of their personal and online presence.
- Has the courage to jump in and be a presence on behalf of our clients, taking the time to learn about our client base from frontline staff.
- Is “Hungry, Humble, and Smart” and is known for being authentic.
- The candidate would enjoy being part of a small, dynamic team that utilizes “The Advantage” and “Ideal Team Player” books as its inspiration and would build on its foundation of trust.

Relational and Interpersonal Skills

- Respects women highly and wants babies and families to thrive.
- Is relational and has demonstrated excellent interpersonal, problem-solving, planning, communication, facilitation, conflict resolution, team building, and collaboration skills.
- Has an excellent professional track record in developing relationships, being discerning, diplomatic, and yet confident enough to be direct when necessary.

Professional Experience and Expertise

- Has experience in a leadership role in an educational, ministry, or pro-life setting and an understanding of working with a governance board, while respecting Advocate’s history and values.
- Has demonstrated skills and experience in providing dynamic leadership, problem-solving, and championing and facilitating change.
- Is comfortable and confident providing support and supervision to a seasoned staff team.
- Has experience in project management and evaluation, quality assurance, budget development, and performance management.

Commitment to Mission and Vision

- Is committed to providing the best quality of care to our clients and has both the vision and the experience to innovate, recognize, and seize new opportunities that will enhance the lives of our current and future clients.
- Has a demonstrated understanding of the pro-life world and a commitment to continuous learning, as well as the development and mentoring of team members.

Other information

Ability to work: Applicants must be legally authorized to work in Canada at the time of application. We are unable to sponsor work permits or visas for this position.

Location: The administrative office for Advokate is located in Abbotsford, and this will be the primary working location for the Executive Director. Please note that our program offices are presently found in Prince George, Langley, and Abbotsford and travel to these sites may be required at times.

Salary Range: \$90,000 - \$120,000

Dependant on education and experience of candidate.

The Search and Selection Process

1. The search team will establish a list of interested and qualified persons and conduct initial phone interviews.
2. Candidates holding strong promise will be asked to submit a detailed resume and respond to a prepared online Questionnaire.
3. Candidates moving to the next phase will be interviewed by our search consultant.
4. Shortlisted candidates will meet with an interview team consisting of Advokate stakeholders appointed by the Board. They will have references checked, degrees verified and undergo a background check before being recommended to the board and receiving your job offer.

We respect that maintaining confidentiality, as needed by a candidate, will be an important part of this process.

Advokate Vision, Purpose and Values

Vision: A society where every human life is protected, respected and valued.

Purpose: We create educated communities where families thrive, and babies' lives are valued and welcomed.

Values:

- Love the vulnerable
- Fact Focused

For further information, to express interest, or to submit a referral, please email board@Advokate.ca.