

POSITION DESCRIPTION: Operations Director

MCEC is seeking a strategic, analytical and collaborative senior leader with a passion for the Church to serve as Operations Director.

Overview

The Operations Director serves as a member of MCEC's Executive Staff Team, leading the development and implementation of operational systems and processes to strengthen MCEC's ministry supporting pastors and congregations to thrive. The Operations Director ensures that the physical, technological, communications, financial and human resources needed to operate MCEC are effectively and efficiently readily available, well managed and maintained, and put to excellent use. The Operations Director is accountable to the Executive Minister.

This is a significant time in the life of MCEC, as the Courageous Imagination discernment and visioning process is underway leading to the development of a new strategic plan to look at where God is calling MCEC into the future. The Operations Director will play a key role in supporting the strategic planning process and putting in place the administrative and operational resources needed to support the new directions and priorities that emerge.

This role is an initial two year term, linked to the roll out of the new MCEC strategic plan. The Operations Director role and duties will be reviewed and adapted based on the outcome of the strategic planning process to align it with the needs of the organization going forward.

**This is a full time interim position from approx. Sep 30, 2021 – Aug 31, 2023, with possibility of applying for the permanent role.*

Working hours are primarily weekday daytime hours, with occasional evening and weekend work, based at MCEC's office in Kitchener, ON. This role is classified as MCEC salary level 5, starting at \$65,700 annually and increasing based on education and relevant experience. Includes benefits and pension.

Why work at MCEC?

As a senior leader on the MCEC staff team, you will connect with a dynamic group of colleagues, pastors and church leaders across Ontario, Quebec and New Brunswick. MCEC's community of more than 100 congregations and church plants worship in 18 languages, and have diverse worship practices and theological perspectives within the broader Menonite-Anabaptist tradition. MCEC staff team members come from different walks of life and bring diverse perspectives yet are united in their passion for the Church to thrive, following Jesus together.

Skills and Competencies

1. Experienced by others as a person of integrity and deep faith, who is called to offer their gifts and skills in service of the Church;
2. Detail-oriented, with strong strategic and operational planning skills and experience;
3. High level of interpersonal skills for both internal staff interactions and external relations to individuals, businesses, congregations, and ministry partners;
4. Demonstrated ability to lead operational functions including finance, HR, communications, information technology, properties, and general administration;
5. Capacity to work with a diversity of opinions and working styles;
6. Excellent communicator, written and verbal, at both the personal and public level;

Primary Responsibilities

1. Leadership & Strategic Planning
 - i. Actively participate as a member of the Executive Team;
 - ii. Ensure MCEC's priorities including mission, vision, and values are the foundations for all MCEC operations;
 - iii. Coordinate the MCEC annual planning and budgeting process working collaboratively with the Executive Team to align ministry and operational resources;
 - iv. Lead strategic planning, budgeting and monitoring on behalf of Financial Services, Human Resources, Communications, IT and Properties;
 - v. Lead the development and implementation of MCEC operations policy and procedures including human resources management, health & safety, revenue development, risk and general operational management;
 - vi. Oversee MCEC's Annual Church Gathering as place where a sense of shared ministry and accountability is fostered with congregations and with partner ministries;
 - vii. Assist with the development of policies and procedures and other duties as requested by the Executive Minister;
 - viii. Fulfill role of acting ED in the absence of Executive Minister;
 - ix. Participate regularly in the life of a local congregation;
2. Human Resources
 - i. Oversee the recruitment, retention, compensation, professional development, performance appraisal, and healthy workplace culture for staff;
 - ii. Develop employment contracts and MOUs;
 - iii. Manage personnel files, records of employment and employee documentation;

- iv. Ensure that MCEC is in compliance with federal and provincial employment standards;
- v. Lead the development and implementation of organizational health and safety policies and practices;
- vi. Ensure implementation of provincial accessibility legislation;

3. Communications & IT

- i. Lead the development of an effective communications and church engagement strategy to meet the operational and ministry objectives of MCEC;
- ii. Supervise the Director of Communications in developing and implementing annual plans and budgeting for website development, social media and print publications to reach diverse audiences across the MCEC constituency;
- iii. Ensure that staff and programs have access to the IT tools and resources needed;
- iv. Support the development of MCEC's communications capacity in both English and French;

4. Financial Services & Fund Development

- i. Supervise the Financial Manager in providing excellent financial services and stewardship of MCEC financial resources;
- ii. Provide leadership to the Finance Council, alongside the Financial Manager, in its role of being a resource to staff on financial matters, including budgets, the audit, and financial policy;
- iii. Develop contracts and MOUs with service providers, ministry partners and others;
- iv. Monitor projects funded by resources outside of the operating budget in order to demonstrate to potential donors how MCEC can provide good return-on-investment and responsibly monitor and manage large beyond budget ministry projects;
- v. Develop tracking and monitoring systems to ensure that congregations and individuals hear about MCEC's ministry, understand MCEC's resource needs, hear stories about how MCEC resources are used, are asked to give or continue giving, are asked to give more, and are repeatedly and appropriately thanked;
- vi. Ensure that timely charitable receipting is done well and according to CRA guidelines, and that donated dollars are used for the purposes for which they are intended;
- vii. Coordinate and monitor fund development activities, including congregational and donor relations to support the ministry of MCEC and Mennonite Church Canada;

5. Property & Facilities Management

- i. Supervise the Office Administrator in ensuring that the MCEC office is welcoming and well-equipped for visitors and staff;
- ii. Ensure effective physical space for MCEC office purposes and serve as primary contact with MCEC's office landlord;
- iii. Develop relationships with key stakeholders and ensure the proper use, management, operations, leases, and potential disposal of MCEC-owned property including cemeteries and former church buildings;

6. Risk Management

- i. Be responsible for risk management including all aspects of insurance needs;
- ii. Serve as the MCEC Privacy Officer;
- iii. Ensure that MCEC is in compliance with the Canada Not-for-Profit Corporations Act;

Qualifications

- College or university degree in a related field or equivalent experience;
- Demonstrated strong interpersonal skills and intercultural competency in relating to people of all ages, ethnic, cultural and economic backgrounds, and theological persuasions internally and externally;
- Ability to speak and write clearly and effectively in English is required, ability to read, write and speak French or other languages is a strong asset;
- Experience and competence in management & operations including finance, human resources, communications, information technology, physical resources, and general administration;
- Demonstrated ability to take initiative and work independently and as a team member to achieve identified goals;
- Ability to represent MCEC well to constituents, partner organizations and external stakeholders;
- Deeply rooted in Anabaptist Mennonite theology, history, practices and church structures. Member of a Mennonite Church Canada congregation;
- Ability to travel occasionally;

How to Apply

Email your cover letter and resume as a combined PDF to Leah Reesor-Keller, Executive Minister, at lreesorkeller@mcec.ca. Applications will be accepted until **August 26, 2021** or until this position is filled; applications will be reviewed upon receipt. Only those selected for an interview will be contacted.