

Diaconal Ministries Canada

POSITION DESCRIPTION

POSITION:	National Director
ACCOUNTABLE TO:	Board, Diaconal Ministries Canada (DMC)
STATUS:	Full Time, Salaried (36 hours per week)
LOCATION:	Burlington, ON (hybrid)

PRIMARY RESPONSIBILITIES

Under the direction of the Board, the National Director (ND) is responsible for the integrity, viability, and quality of all components of DMC including programs, communications, staff, promotion, and fiscal management.

The National Director oversees the development and use of effective tools and resources that Inspire, Empower, and Equip Deacons as they animate congregations to join in God's transforming work in communities across Canada.

KEY FOCUS AREAS

- **Vision.** In collaboration with the Board, develops and promotes DMC's God-given vision/calling.
- **Leadership.** In collaboration with the Board, develops, monitors, and implements the Strategic Plan. Provides comprehensive leadership to all of the day-to-day operations of DMC.
- **Financial.** In cooperation with the Board, develops and maintains a financial strategy that maintains the fiscal integrity of DMC. Ensures alignment of service delivery, staff compensation, and infrastructure with available funding and, when necessary, identifies strategies for generating or procuring funds.
- **Human Resources.** Provides leadership and oversight of all aspects of staff performance, including hiring, training, supervision, mentorship, and evaluation.
- **Promotions.** Functions as the primary spokesperson of DMC. Works to maximize visibility and brand exposure and ensures the best possible accessibility to available resources.
- **Networking.** Works in partnership with the agencies of the CRCNA and other ministry organizations across Canada to broaden DMC's impact, grow its capacity, and optimize the use of resources.

PRIMARY DUTIES:

a) Leadership of DMC:

- Contributes to the development, evaluation, and consistent implementation of DMC's Mandate and Governing Policies
- Directs the development and implementation of Strategic Plans
- Develops and organizes the appropriate administrative structures for the optimum use of resources
- Represents DMC on the CRC Canadian Ministries Team

b) Leadership of Staff:

- Supports DMC staff as they partner with deacons, diaconates, churches, classes, diaconal conferences, and agencies of the CRCNA to equip their communities for effective and holistic ministries
- Oversees research and development of new resources for deacons, churches, and ministry partners
- Ensures that staff are appropriately supervised and coached
- Guides the development and implementation of annual Work Plans
- Mentors staff and reviews their work on a regular basis. Assesses competencies and capacities and provides encouragement and direction
- Fosters a sense of team for a primarily remote team across Canada
- Directs communications, participates in resource development, and leads workshops as needed

c) Finances:

- Develops and monitors the DMC annual budget
- Reviews and monitors financial processes and resources, in conjunction with the Finance Coordinator
- Monitors revenue sources, assesses giving trends, and develops alternative revenue sources, in conjunction with the Development Coordinator

QUALIFICATIONS & COMPETENCIES:

The National Director is committed to Jesus Christ and his teachings, and can wholeheartedly support the vision, mission, and values of DMC.

a) Character

- Demonstrates and encourages a healthy work-life balance
- Servant leader with a posture of abundance

- Life-long learner, curious, good listener
- Disciplined, self-motivated workstyle; works well with limited supervision
- Professional and cooperative
- Flexible and adaptable team player, able to act as a mentor

b) Experience with diaconal ministry

- Understands the role of the Deacon in the CRCNA
- Passionate about working with deacons and their congregations
- Passionate about community ministry

c) A working knowledge of the Canadian not-for-profit sector. *Training or experience in the following would be an asset:*

- Not-for-profit leadership
- Adult education and group facilitation
- Asset-Based Community Development

d) Administrative Capacity

- Strong written and verbal communication skills, with a command of the English language
- Proficient in a digital workspace: MS Office, Google Workspace, and Zoom / Microsoft Teams platforms
- Experience writing adult education material and leading workshops

REQUIREMENTS:

- Legally authorized to work in Canada
- Knowledge of the Christian Reformed Church in Canada
- Undergraduate degree or equivalent
- Minimum 5 years related experience in church ministry and/or not-for-profit sector
- Minimum 3 years work experience in a managerial or supervisory role
- Lives near and based from the DMC Burlington, ON office
- Available and willing to travel throughout Canada
- Available and willing to work evenings and weekends (i.e. training events, deacons' meetings, NewGround committee meetings, board meetings, etc)

This position description is intended to convey information essential to understanding the scope of the position and the general nature and level of the work to be performed by the successful candidate. It is not intended to be an exhaustive list of qualifications, skills,

efforts, duties, responsibilities or working conditions associated with the position.

TO APPLY

If you feel you'd fit this role, please submit your **cover letter** and **resume** to our Board Chair, Mr. Peter Van Harmelen, at petervanharmelen@gmail.com, **on or before March 21, 2025**.

In your cover letter, please include why you are interested in working for Diaconal Ministries Canada, what its values mean to you, and a list of personal accomplishments relevant to the role. Thank you in advance for your application; only shortlisted applicants will be contacted for an interview.