

EXECUTIVE DIRECTOR

ST LUKE'S LUNCH CLUB & DROP IN CENTRE

Job Description

St. Luke's Lunch Club and Drop-In Centre is a non-profit, spiritually-based outreach established by St. Luke's Anglican Church that is open to everyone, *without exception*. Since 1983, it has served as a support service for disadvantaged people in the heart of Chinatown (Somerset and Bell). Open five days a week, our Day Program provides much-needed community services, including meal programs, social services, recreational services and counseling.

The goals of our centre are to provide a supportive environment where visitors can maintain and improve their personal and mental health. The program takes place in a safe and secure venue, which encourages the development of trust.

The St. Luke's Lunch Club and Drop-In Centre seeks to fill the full-time position of **Executive Director**. Reporting to the Management Board, the Executive Director provides strategic leadership and manages the Centre in a manner that enhances the capacity of the organization in alignment with the values and principles of social justice of the Anglican Diocese of Ottawa.

The ideal candidate for this position will be committed to promoting dignity for marginalized people, have a sound grasp of human resources, financial and program management and be a self-starter who thrives in a busy multi-tasking, independent role while working collaboratively with the volunteer Management Board.

Primary Responsibilities

1. Strategic Leadership, Financial and Program Management

Provides effective strategic leadership and organizational management of St. Luke's Lunch Club and oversees, manages and supervises the day to day operations of St. Luke's Lunch Club in accordance with the organization's strategic plan, including:

- a. Development of yearly budget.
- b. Strategic planning and ongoing strategic development.
- c. Ongoing financial development, including;
 - i. Donations program
 - ii. Granting programs through government.
- d. Financial administration.
- e. Property Management and related issues.
- f. Development of special projects to further the work of St. Luke's Lunch Club and Drop-In Centre.

- g. Develops, reviews and implements when necessary, appropriate emergency plans and ensures that a high level of safety is in effect for all who come to St. Luke's Lunch Club.
- 2. Human Resources and Staff and Volunteer Development**
Supervise staff in accordance with the human resources policies and procedures established by the Community Ministries Diocesan Committee (CMDC) including:
- a. Supporting and assisting staff in the development and implementation of their work plans.
 - b. Day to day supervision.
 - c. Ongoing staff development.
 - d. Ongoing and annual evaluation.
 - e. Recruitment, orientation and recognition of volunteers.
- 3. External Relationships and Public Profile**
- a. Attendance and participation at the Community Ministries Committee (CMC) and Diocesan Synod.
 - b. Attendance and participation in the Human Resources Working Group of the CMC.
 - c. Participates, as required, in CMC and broader community committees, task forces, etc. (i.e. Day Programs Coalition, Alliance to End Homelessness, PIAC, etc.)
 - d. Serves as media contact and spokesperson for St Luke's Lunch Club and Drop-In Centre, when appropriate.
 - e. Provides a liaison role with community partners.
 - f. Provides ongoing education and awareness programs for the wider community as required.
- 4. Management Board Relations**
The Management board provides strategic and managerial support to the Executive Director. The Executive Director is expected to attend meetings, prepare a monthly report of activities, issues, items for decision, etc. to the Board as well as assisting the Chair in the preparation of the agenda for these meetings as well as other leadership events. The Executive Director is also expected to prepare and regularly review an Annual Plan
- 5. Relating to the Anglican Diocese of Ottawa**
The Centre has a close relationship with the Diocese of Ottawa and is in a transitional phase of becoming one of its Community Ministries. It is expected that the Executive Director will attend the Community Ministries Committee, meetings ex-officio, participate in presenting the annual plan and other other Community Ministry events.

Qualifications:

1. Bachelor's degree and ten years relevant progressive and cumulative experience
OR
Master's degree and five years relevant progressive and cumulative experience.
2. Proven track record in management in a social service organization, with relevant employment experience in areas such as management, supervision, community development, volunteer management and leadership.
3. Communication skills in written and oral English, bi-lingualism an asset
4. Excellent interpersonal skills.
5. Track record of successfully managing budgets in excess of \$300,000.
6. Track record of recruiting, deploying and training professional staff.
7. Extensive knowledge of social issues, including areas of mental health and homelessness, and the application of this knowledge.
8. Knowledge of relevant community resources and experience in working in partnership with these resources.
9. Extensive knowledge of issues related to multi-culturalism.
10. A track record of being able to work with great flexibility in an ever changing environment and to give effective leadership in unstructured situations and in crisis situations.
11. A track record of effective administrative leadership, including meeting management skills, organizational planning, property management, day-to-day financial management and computer skills such as Word, Power Point, Excel, database applications, etc.

Preference will be given to candidates who can demonstrate:

1. Experience working with a volunteer Management Board
2. Fundraising experience
3. Experience supervising staff and volunteers
4. A clear understanding of homelessness and its underlying causes

Priorities and Expectations

- Ensure a smooth transition in leadership and create own identity with relationships following the retirement of a long-serving incumbent
- Continue the respected and critical work of serving marginalized residents in the heart of Ottawa's Chinatown
- Provide clear direction, inspire and motivate a high performing team of staff and volunteers
- Work in partnership with the Management Board to further define the long term vision, mission and strategy of St. Luke's Lunch Club and Drop-In

- Establish a positive, constructive working relationships with a large community of diverse stakeholders
- Promote financial stability through strategic management of existing resources and seeking new funding sources

Key Competencies and Attributes

- Passion for serving marginalized and disadvantaged people in Ottawa
- A respect and commitment to Christian values of social justice and compassion
- Transparent, genuine and trustworthy/visible and approachable
- Active listener and superb communicator, both oral and written
- A systems thinker who understands the business implications of decisions
- Creative, resourceful and progressive with confidence to change the status quo
- High personal integrity with a strong sense of values and ethics
- Tactful and exercises good judgment and political savvy
- Inspirational and enthusiastic
- Models a commitment to lifelong learning and ongoing professional development
- Sense of humor with ability to encourage others

Remuneration:

\$57,500 - \$62,500 annual salary, to commensurate with experience and education, plus a generous benefits package

Closing Date:

April 15, 12pm noon

Application Process:

Qualified candidates are requested to submit a letter of application outlining why you would be a good fit for this position, as well as a resume of relevant education, experience and other qualifications and references in .pdf or .doc format by e-mail to applications@stlukesottawa.ca. Applicants must clearly demonstrate on their application that they meet all the required qualifications.

We thank all those who apply, however, only those applicants selected for further consideration will be contacted.