

# sisterhood

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**Job Title:** Executive Director

**Who We Are:** We are a stand alone, not-for-profit ministry located in Saskatoon, Saskatchewan, Canada with a vision to reach women across our nation and beyond. We focus on fostering spiritual growth and intimacy with Jesus through our gospel-centered and beautiful content, events and programs. We strive to bring together women across different backgrounds and generations, helping them to develop their unique gifts and abilities, with excellence and hospitality at our core.

We offer a variety of programs and services designed to meet women at every stage of life. From small group Bible studies to mentorship programs to large-scale conferences, we provide opportunities for women to deepen their faith, build meaningful relationships and impact their communities.

At Sisterhood Ministries, we are passionate about empowering women to use their God-given gifts and talents to serve others. We are dedicated to creating a culture of respect, compassion and excellence in all that we do, and we strive to be a light of hope and encouragement to women across Canada.

## **Position Summary:**

The Executive Director at Sisterhood Ministries is a pivotal leadership role responsible for overseeing and guiding the organization's overall operations, strategic direction, and team management. This position involves setting and executing the vision, fostering a positive culture, building relationships with stakeholders, fundraising, and ensuring organizational success and sustainability. This position is located in Saskatoon, Saskatchewan.

## **What You'll Do:**

### **1. Vision, Strategy, and Goal Setting:**

- Set the vision, strategic direction, and goals for Sisterhood Ministries in alignment with its mission and values.
- Develop and implement strategies to achieve organizational objectives and drive growth and impact.
- Continuously evaluate and refine strategies based on organizational performance and changing needs.

# sisterhood

## **2. Board Support and Preparation:**

- Provide support to the Board of Directors, ensuring effective governance and decision-making.
- Prepare relevant documents, reports, and presentations for Board meetings and engage in board communication.
- Collaborate with the Board to align their expertise, resources, and networks with organizational goals.
- Implement Board decisions and policies, ensuring adherence to bylaws and governance procedures.

## **3. Team Management and Development:**

- Oversee and provide guidance to the team of directors, ensuring effective coordination and collaboration across departments.
- Conduct regular one-on-one meetings with each team member to provide support, feedback, and alignment.
- Identify and nurture talent, recognizing individual gifts and strengths to optimize team performance.

## **4. Conference and Gather Events Management:**

- Lead the vision and execution of the organization's conferences and events, ensuring it aligns with the overall mission and strategic objectives.
- Oversee all necessary aspects and details of the events, including program planning, logistics, and participant experience.

## **5. Staff Management and Engagement:**

- Manage and mentor staff members, fostering a positive and inclusive work environment.
- Foster a positive organizational culture and steward the values, promoting employee engagement and retention.
- Lead the creation of team building and collaboration opportunities such as retreats.

## **6. Fundraising and Stakeholder Relations:**

- Responsible for on-going fundraising and partnership strategy and implementation
- Cultivate strong relationships with sponsors, board members, ministry leaders, and key stakeholders.

# sisterhood

- Communicate regularly with sponsors, board members, and external partners, keeping them updated on organizational activities and achievements.
- Collaborate with other ministry leaders to identify opportunities for partnership and mutual support.

## **7. Financial Management:**

- Oversee the budgeting process and ensure accurate financial forecasting and reporting.
- Liaise with the bookkeeper to maintain accurate financial records and compliance with financial regulations.
- Support accounts payable, accounts receivable and payroll as appropriate.

## **8. Brand Strategy and Marketing:**

- Oversee the brand strategy for Sisterhood and SHM Publishing, collaborating with key team members to ensure brand consistency and effectiveness.
- Explore innovative ways to market and promote the organization's mission, programs, and publications.

## **What You Bring:**

- Bachelor's degree in business administration, nonprofit management, or a related field (advanced degree preferred), or equivalent experience.
- Proven experience in a senior leadership role, preferably within a nonprofit or mission-driven organization.
- Evidence of a deep Christian faith, which is Holy Spirit filled, with biblical knowledge and aligned to the values of the organization.
- Strong strategic thinking and visionary mindset, with the ability to set and execute organizational goals.
- Excellent leadership and team management skills, fostering collaboration, engagement, and growth.
- Demonstrated experience in fundraising, including donor cultivation, grant writing, and relationship management.
- Financial acumen and experience managing budgets, financial forecasting, and reporting.
- Exceptional communication and interpersonal skills, with the ability to engage and build relationships with diverse stakeholders.
- Strong organizational and project management abilities, with a focus on achieving results.

# sister hood

## What We Offer:

- A Jesus-centered organization, emphasizing prayer, relationships and grace
- A collaborative culture where unique gifts are valued and stewarded
- Complimentary access to events or programs where you are serving
- A community where you are prayed for, where your gifts and time are highly valued
- Opportunities to grow in your giftings
- Flexible hours of work, with three weeks of paid vacation per year and time offered in lieu as required
- A dedicated Board of Directors and staff, willing to come alongside and support

## What's Required:

- This is a 0.8 FTE position, with salary in line with the start-up, non-profit sector in Saskatoon.
- This position is hybrid, with some weekly, in-office requirements at our beautiful office in Saskatoon.
- Agreement to Sisterhood Ministries Statement of Faith, internal code of conduct and a successful reference check are required.

## How to Apply:

Please send your resume and cover letter to Rayel Bausenhaus at [hello@sisterhoodministries.ca](mailto:hello@sisterhoodministries.ca) by the deadline of **November 8, 2024**. Please note that only shortlisted candidates will be contacted and we appreciate and pray for each one of you who apply.