

KAIROS, Canadian Ecumenical Justice Initiatives/Initiatives œcuméniques canadiennes pour la justice, is seeking an individual to fill the role of Executive Director on a full-time (35 hours/week) permanent basis.

- Job Number: 21-01
- Opening Date: January 4, 2021
- Closing Date: February 8, 2021

## Executive Director, KAIROS

KAIROS, Canadian Ecumenical Justice Initiatives/Initiatives œcuméniques canadiennes pour la justice, is an ecumenical movement for ecological justice and human rights. Formed in 2001 by bringing together more than 10 previous inter-church coalitions, our justice commitments reach back over 40 years. We have a Steering Committee made up of Indigenous representatives and representatives of our ten churches and religious organizations, a staff of 35 in offices in Toronto and Ottawa and in-home offices in regions across Canada, three program Circles and group of regional representatives and educators that help guide our work, a network of activists in Canada, and partners in Canada and around the world. ([www.kairoscanada.org](http://www.kairoscanada.org))

KAIROS is seeking an individual to fill the role of Executive Director on a full-time (35 hours/week) permanent basis.

The Executive Director provides effective leadership and management of KAIROS that is consistent with the approved strategic plan articulating and implementing a vision which energizes staff and enables them to achieve program objectives. They will move KAIROS forward among churches, with movements, and in the public arena, using strong relationship building and public relations skills. The Executive Director will supervise the budget, financial management, fundraising and organizational development of KAIROS. Areas of work consist of Leadership, External Relations, Fundraising & Development, Operations, Organizational Development and Governance.

Under the terms of a Memorandum of Agreement, KAIROS is an ecumenical social justice venture of The United Church of Canada. The Executive Director is appointed by the KAIROS Program Steering Committee and ratified by the United Church of Canada (UCC) and has ongoing accountability to the Program Steering Committee and to the Chief Financial Officer of The United Church of Canada.

In this role, the Executive Director will strive to achieve:

- An organization recognized for its contributions to greater social justice in the areas of ecological justice and human rights
- An organization working actively towards anti-racism, equity and diversity within, and across its breadth
- Strengthened relationships among churches that encourage engagement with KAIROS in order to offer a public witness through faithful action
- A respectful and participatory organizational environment, with committed staff who are meeting program goals
- An ongoing planning process and operational structure that provides clear direction, objectives and accountability for the organization and its programming

- An organization effective in gathering resources to meet its commitments and objectives
- A Program Steering Committee with the information and resources it needs to make its decisions
- An orientation and structure that encourages and facilitates ongoing organizational learning and improvement

## Qualifications

Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, education, experience and ability required.

- Post-secondary education in a related field such as public policy, social justice, non-profit management, international development, gender or Indigenous studies or equivalent work and lived experience
- Proven analytical competence together with a minimum of 5 years' experience in a senior leadership role in a related field
- Passion for social justice, and commitment to the overall goals and mission of KAIROS
- Demonstrated commitment to anti-racism, equity and diversity and the capacity to work from a feminist, intersectional framework
- Commitment to reconciliation, knowledge of Indigenous issues and experience working with Indigenous peoples—First Nations, Inuit and Métis
- Excellent communication and public relations skills. Ability to speak French, Spanish or an Indigenous language would be an asset
- Ability to manage and inspire staff; Experience in a unionized setting preferred
- Ability to work with a Program Steering Committee in a shared leadership model
- In-depth knowledge of fundraising practices, and demonstrated success in fundraising
- Familiarity with Canadian denominational structures and ability to work effectively in an ecumenical organization
- Demonstrated experience promoting social development, advocating for social and economic issues policies at national and international political levels, and influencing national and international public and private institutions
- Familiarity with national and international civil society and ecumenical networks
- Financial management experience, including budget preparation and financial reporting
- Demonstrated skills in strategic and operational planning
- Ability to inspire, support and encourage others to work cohesively toward common goals

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, The United Church of Canada will provide assistance to employees who request accommodation throughout their employment with United Church of Canada, unless the position is deemed to be a bona fide occupational requirement and/or to the point of undue hardship considering issues of health, safety and cost.

*We encourage Indigenous people, visible minorities and people with disabilities to identify this information on their application as we are actively attempting to address employment barriers for these groups.*

## Compensation

Salary will be based on skills and experience within the 2021 salary range of \$85,301 - \$113,735. Pension and group benefit plans coverage and annual vacation round out this compensation package.

## How to Apply

Interested applicants are invited to submit their resume, quoting the job number to Human Resources, e-mail: [careers@united-church.ca](mailto:careers@united-church.ca)

To request a copy of the full position description, please email: [careers@united-church.ca](mailto:careers@united-church.ca)