

Job Categories: Fundraising Management / Executive

Position Type: Full Time

Job Region: AB – Edmonton

Salary: Competitive with benefits

Application Deadline: February 28, 2011

### **The Organization**

Since 1918, the mission of St. John's Institute (SJI) has been to foster and enrich leadership in the Ukrainian heritage and Canadian community by producing educational, spiritual, cultural, and outreach programs through a student residential centre. SJI has given thousands of young adults a safe place to transition from the home to independent living while maintaining, and sometimes discovering, their Ukrainian cultural heritage, language, history, literature, and Orthodox faith. Students leave the Institute with a pride in their culture and a strong sense of self, leading many to take leadership roles in the community.

### **Opportunity**

SJI is searching for a unique individual to take on the role of Executive Director. Reporting to the St. John's Institute (SJI) Board of Directors, the Executive Director is responsible for the organization's consistent achievement of its mission and vision, programs and services as well as financial objectives. The Executive Director will be the direct supervisor of SJI staff and provide them mentoring and coaching support ensuring accountability to defined goals and objectives. To ensure the ongoing financial stewardship and community awareness of SJI, the Executive Director will have responsibility for fund development and community relations. The Executive Director will play an important external leadership role, in building and sustaining relations with board members, staff, volunteers, committees, service partners, residents, funders, volunteers and the public.

### **The Candidate**

You are described as a strong leader with excellent interpersonal, oral and written communication skills who possesses the ability to exercise tact, discretion and good judgment at all times. You are recognized by colleagues in the community as a visionary with expertise in strategic thinking, building strategic alliances, building team orientation, and creating and managing change.

Candidates will have a minimum of 3 years management experience. You have a university degree, preferably a masters, in a related field such as business administration, the social sciences or liberal arts or equivalent experience. You have progressively more responsible experiences in senior staff positions preferably in the non-profit, philanthropic, government and/or corporate sectors including:

- Working effectively with a Board of Directors and with representatives of non-profit organizations, local and provincial governments, educational institutes and progressive corporate organizations
- Managing budget processes, financial and human resources within a tight fiscal framework
- Fundraising and creating and managing innovative programs
- Leading and implementing significant organization development and change in a transition environment
- Developing and implementing strategic and operation plans
- Leading and managing progressive teams to superior achievements
- Building strategic alliances with key stakeholders and partners
- Knowledge in Ukrainian language & culture is a definite asset

Qualified applicants are invited to submit their resume and cover letter via email to:

St. John's Institute ED Search, c/o Tania Mysak

E: [taniamysak@shaw.ca](mailto:taniamysak@shaw.ca)

We would like to thank everyone for their interest in St. John's Institute but only candidates selected for an interview will be contacted.