



Job description for Executive Director

**Location: Seeds of Hope Children's Ministry Head Office
Chilliwack, British Columbia**

The scope of the position involves comprehensive oversight of the Seeds of Hope Children's Ministry, ensuring that all activities align with the ministry's Christ-centered mission, core values, and strategic objectives, while actively engaging with the Board of Directors. This includes managing program development, staff and volunteer coordination, resource allocation, and community engagement efforts. All responsibilities and assignments are at the discretion and direction of the Board of Directors.

Roles and Responsibilities

Communications and Coordination Responsibilities:

The Executive Director will play a vital role in ensuring the effectiveness and sustainability of Seeds of Hope Children's Ministry by overseeing all operational aspects, including developing and approving policies for the Board of Directors, incorporating feedback from various advisory committees (*such as Building, Farming, Banquet, Audit, Finance, and others as needed*) into strategic plans, and managing the organization's budget and finances. This position involves preparing the annual report, supervising project and program activities, and managing all public communications, including newsletters, websites, press releases, and reports. Additionally, the Executive Director will participate in various Seeds of Hope ministry boards (such as Zambia, Tanzania, Thailand, Myanmar, Australia, medical, and education), ensuring that the ministry stays on track to fulfill its mission while maintaining strong relationships with supporters and contributors.

They will also work closely with our Ministry Managers in Zambia, Tanzania, Thailand, and Myanmar, providing support, guidance, and encouragement to our leaders, and receiving and reviewing monthly reports from each leader.

Public Representation Responsibilities:

As the public representative for Seeds of Hope, the Executive Director will embody the organization's mission by actively participating in public speaking engagements and engaging in personalized communications with supporters and stakeholders. The role involves building meaningful relationships through personal interactions and networking, ensuring that our message resonates within the community while fostering a strong support base for our initiatives.

**Fund-Raising Responsibilities:**

The Executive Director will prioritize maintaining and enhancing credibility with donors and foundations by ensuring regular communication and timely status reports, while also skillfully coordinating fundraising projects. Additionally, they will focus on developing and nurturing strong relationships with a diverse range of contributors and organizations, and contributing foundations.

The Executive Director will be responsible for writing grants to secure foundation support and developing financial options for contributors. They will oversee ministry-specific fundraising events, including the Mother's Day Tea, Annual Banquet and Auction, Walk for Asia, and any other events that may arise.

Travel Expectations:

The Executive Director will travel internationally multiple times a year to visit Seeds of Hope ministry sites, fostering encouragement and support within these communities, while also participating in church visits across Canada and the US to present ministry updates and facilitate fundraising efforts.

Salary dependent on experience.

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