

Executive Director – Job Description

Seeds of Hope Children's Ministry

Location: Head Office – Chilliwack, British Columbia

The Position

The Executive Director is primarily a **fundraising, relationship-building, and ministry development position**. The primary responsibility is to develop the financial support and partnerships needed for Seeds of Hope to continue and expand its work with vulnerable children around the world.

The Executive Director works under the direction of the **Board of Directors** and in partnership with the Director of Operations, staff, volunteers, donors, and international ministry leaders.

Key Responsibilities

Fundraising & Donor Development

- Build and maintain strong relationships with existing and prospective donors.
- Develop relationships with churches, businesses, foundations, and community organizations.
- Meet with donors and prospective supporters and communicate the vision and impact of Seeds of Hope.
- Identify and pursue new fundraising, grant, and partnership opportunities.
- Develop major donor and foundation relationships.
- Support and provide leadership for fundraising events and initiatives.
- Maintain regular communication with supporters and provide appropriate updates and reports.

Communication & Public Representation

- Represent Seeds of Hope at churches, community events, meetings, and fundraising activities.
- Speak publicly and present the ministry to churches, organizations, donors, and prospective supporters.
- Help oversee newsletters, website content, donor communications, and promotional materials.
- Share stories and updates that communicate the impact of the ministry.

International Ministry

- Maintain regular communication with ministry leaders in **Zambia, Tanzania, Thailand, and Myanmar**.

- Review ministry reports and remain informed about needs, challenges, and opportunities.
- Encourage and support international ministry leaders.
- Gather information and stories to share with supporters.
- Visit international projects, where practical, **at least once each year**.

Leadership & Coordination

- Work with the Board to establish fundraising and ministry priorities.
- Work closely with the Director of Operations and other staff to support ministry goals.
- Participate in appropriate committees and ministry initiatives.
- Provide reports and updates to the Board.
- Help ensure that Seeds of Hope remains focused on its Christian mission, values, and objectives.

Qualifications

The ideal candidate will:

- Have a genuine heart for children and a passion for the mission of Seeds of Hope.
- Be a strong relationship-builder and communicator.
- Enjoy meeting people and developing long-term relationships.
- Be comfortable speaking publicly and asking people to support the ministry.
- Have leadership and organizational skills.
- Be willing to travel internationally and throughout Canada and the United States.
- Work well with the Board, staff, volunteers, and ministry leaders.
- Demonstrate integrity, humility, compassion, and a strong commitment to Christian values.

Previous fundraising experience is an asset, but **passion for the mission, strong relationship-building skills, and a willingness to learn are equally important.**

Purpose & Measure of Success

The Executive Director's purpose is to **build the relationships, partnerships, and financial support that enable Seeds of Hope to fulfill its mission.**

Success is measured primarily by the ability to develop strong relationships, increase meaningful support, and generate **sustainable financial resources for the ongoing work and growth of Seeds of Hope Children's Ministry.**