



Executive Director

St. Paul's Bloor Street, a diverse and vibrant church located in the heart of downtown Toronto, is the largest Anglican church in Canada. We are looking for a strategic, experienced, and enthusiastic individual with a passion for growing our gospel ministry. The primary responsibility of the Executive Director is to work with our Rector (Senior Pastor) to shape our strategic vision and steward our financial and leadership resources, ensuring alignment with the mission and vision of St. Paul's Bloor Street.

Key Responsibilities:

Leadership and Strategic Planning

- Work with our Rector to develop and implement organizational plan for our strategic priorities. The priorities include, but are not limited to, building the infrastructure of our Ministry Apprenticeship Program, investment policy and strategic purpose, and the physical redevelopment of St. George by the Grange (our church plant).
- Liaise with and support our Board of Trustees and other current and future leaders in the organization.
- Provide support to internal ministry development including criteria to measure and evaluate ministry impact.
- Provide support to the Board of St. George by the Grange.

Finance

- To ensure we have sustainable financial resources to implement our strategic priorities, plan and execute the annual budgetary process. Ensure compliance to policy and ministry strategies to meet ministry objectives including the annual Church audit.
- Oversee full cycle accounting and month-end process including processing of income and expenditures, and staff payroll, and all government filings, in collaboration with the Bookkeeper.
- Diligently comply with diocesan, provincial and CRA legal requirements by staying up to date on new legislation, enforcing adherence to requirements, and advising the Board on needed actions.
- Oversee and appropriately direct risk management across the organization.
- Report to and provide staff support to the Audit & Finance and the Investment Committees, including monitoring performance of investment portfolio.

Stewardship and Planned Giving

- Ensure alignment of our long term financial needs to support gospel ministry with our stewardship strategy.
- Develop and implement stewardship strategy that will assist in the successful stewarding of major and planned gifts.
- Develop and implement stewardship strategy for regular operational giving and integrity of donor database.
- Ensure best practices for online giving and correspond, along with the Rector, with donors as needed.

Perform other related duties as required

Qualifications:

- A desire to grow the gospel ministry of St. Paul's Bloor Street.
- A thorough knowledge of, or willingness to learn about, the charitable sector in Ontario and the functioning of a church within the Diocese of Toronto
- Canadian CPA or equivalent qualification
- Minimum of 10 years' experience working in Finance and Accounting, including an understanding of fund accounting and Charitable legislation preferred.
- Solid experience in successfully envisioning, facilitating change, and achieving strategic goals
- Excellent interpersonal skills with demonstrated professionalism, confidentiality, and tact.
- Fluency with the English language – ability to speak, read and comprehend
- Willing to submit to a Police background check and comply with the policies of St. Paul's Bloor Street

Availability:

- This is a full-time position: Monday – Friday 8:30am – 5pm, with occasional overtime. Immediately available.
- Salary range: \$110,000 - \$115,000 depending on experience plus benefits and pension.

St. Paul's Bloor Street is committed to upholding the values of equity, diversity, and inclusion. We actively encourage applications from members of groups with historical and/or current barriers to equity to apply. Under the Diocese of Toronto's COVID-19 Mandatory Vaccination Policy, all employees of St. Paul's Bloor Street are required to be double vaccinated against COVID-19 (if they are able to do so).

Please submit your cover letter and resume to:

Bishop Jenny Andison

Rector

St. Paul's Bloor Street Anglican Church

227 Bloor St E, Toronto, ON M4W 1C8

Or via email HR@stpaulsbloor.org (If applying via email, please put "Executive Director" in the subject line)

No telephone inquiries, please. Applications will be reviewed as received. We thank all applicants, however, only candidates selected for an interview will be contacted.