



EXECUTIVE DIRECTOR POSITION DESCRIPTION

POSITION SUMMARY: The Executive Director (ED) of Missionfest Manitoba will have a deep understanding of global missions and a passion for reaching people with the gospel and inspiring others to become involved in world evangelization. The ED will oversee the planning and implementation of the annual Missionfest Manitoba weekend event, providing leadership to all aspects of the event. The ED will also explore additional ways of advancing mission involvement in line with the mission, vision and values of the organization. The ED will actively engage and energize volunteers and partnering organizations to work together to accomplish the goals of the organization.

REPORTS TO: Missionfest Manitoba Board of Directors

Missionfest Manitoba is supported by over 80 churches in Southern Manitoba and has been bringing together over 120 exhibitors from local and global organizations for more than 20 years.

The MF MB Board is looking for a commitment of at least three (3) years. The MF MB Board uses the Policy Governance model. This paid position is part time (.6). The successful candidate will work from home and will reside in Southern Manitoba.

GENERAL RESPONSIBILITIES:

- **Board Governance**
 - Responsible for leading MF MB in a manner that supports and guides the organization's mission as defined by the Board of Directors;
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.
- **Financial Performance and Viability**
 - Responsible for fundraising and developing revenues necessary to support MF MB's mission;
 - Responsible for the fiscal integrity of MF MB, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization;
 - Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position.
- **Organization Mission and Strategy**
 - Responsible for strategic planning to ensure that MF MB can successfully fulfill its Mission into the future;
 - Responsible for the enhancement of MF MB's image by being active and visible in the community, online and by working closely with churches, mission agencies and individuals.

- Organization Operations
 - Responsible for effective administration of MF MB operations;
 - Responsible for signing all notes, agreements and other instruments made and entered into and on behalf of the organization.

POSITION RESPONSIBILITIES:

- Increase the overall visibility of the organization;
- Planning and operation of annual budget;
- Serve as MF MB's primary spokesperson to the organization's constituents through personal contact, the website, social media and the general public;
- Establish and maintain relationships with various organizations (eg churches, mission agencies) and utilize those relationships to strategically enhance MF MB's Mission;
- Oversee marketing and other communications efforts;
- Review and approve contracts for services.

QUALIFICATIONS:

- 5 or more years of experience in leadership roles;
- transparent and high integrity leadership;
- able to work independently and with a team;
- experience in missions endeavours;
- strong written and oral communication skills;
- excellent people skills;
- ability to effectively communicate passion and enthusiasm for the organization's mission to donors, volunteers and the overall community through interpersonal interactions, media presence, the MF MB website and social media platforms;
- demonstrated ability to oversee and collaborate with staff and volunteers;
- solid organizational abilities, including planning, delegating, program development and task facilitation;
- strong financial management skills, including budget preparation, analysis, decision making and reporting;
- solid computer skills; able and willing to learn software programs to support administrative functions;
- strong work ethic with a high degree of energy;
- adaptable and innovative.

Interested candidates will agree with the [MF MB Statement of Faith](#) and be an active member of a local church. Applicants are asked to forward a covering letter, a complete résumé, a personal faith story and a minimum of three references, one being from the applicant's pastor or church leader. Please submit your résumé and other requested documents to the attention of:

Shannon Silvestri, Missionfest Manitoba Board Chair at stayathomeshan@yahoo.ca

Only those applicants being considered for the position will be contacted to arrange an interview.