

## **P R E S I D E N T**

### **CBWC Foundation**

#### **Essence of the Opportunity**

The Canadian Baptists of Western Canada Foundation (“Foundation”) invites applicants for a permanent part time position (450 hours per year) as Foundation President. The Foundation is owned by the Canadian Baptists of Western Canada (“CBWC”), which is a Christ centred community of churches with a threefold mission of cultivating leadership, investing in relationships, and engaging in mission. CBWC prayerfully supports local churches and their communities by training leaders, supporting innovative ministries, responding compassionately to social needs, responding to crises and providing churches with administrative and financial services. Churches within the CBWC span the four western provinces, the Yukon and the Northwest Territories. 165 churches belong to the CBWC serving about 20,000 members and many more worshippers in churches large and small, rural and urban, worshipping God in more than 30 languages. Their affiliates include Carey Theological College which provides theological education and student housing on the University of British Columbia campus, six summer camps across Western Canada and Beulah Garden Homes, a seniors retirement centre in Vancouver. The President is responsible for the Foundation management activities in support of CBWC and its goals.

The President oversees and manages the development and implementation of programs to steward income from individual contributions, major gifts, bequests, plan giving and grants. The successful applicant for this position will be a highly motivated professional with the ability to build and maintain relationships, and have a proven financial, investment and analytical track record as well as written and public speaking skills. He or she must be able to work a flexible schedule that may require evening and weekend hours. The successful applicant may work remotely and will be required to spend a portion of their time in the Calgary head office each month and attend a CBWC church.

The assets of the Foundation consists of a \$15,000,000 portfolio of loans and investments owned and managed by the Foundation. The President will demonstrate a mature Christian faith and needs to provide strong leadership while building and growing all funds under the Foundation's responsibility to sustain the ability to provide ongoing grants to the CBWC denomination. The President must maintain excellent working relationships with the various leaders within the CBWC family and will be a key participant in the CBWC leadership team.

#### **PRESIDENT’S ROLE DESCRIPTION**

The CBWC Foundation President, reporting to the CBWC Foundation Board of Directors, serves as the chief executive officer of the CBWC Foundation and is expected to provide strong, servant based, comprehensive leadership to the organization as outlined in the responsibilities below.

#### **Competencies**

- Ethics and Integrity
- Strategic and Innovative Thinking
- Leadership
- Financial Acumen
- Accountability and Dependability
- Decision Making and Judgement
- Planning and Organizing
- Problem Solving
- Communication
- Teamwork

## Major Responsibilities

### Strategic Leadership

- Provide leadership in building and growing all the funds under the responsibility of the CBWC Foundation.
- Ensure that all investments and funds are managed at an acceptable level of risk and that all due diligence requirements are appropriately addressed.
- Provide strong collaborative leadership, direction, strategic planning, progress monitoring and evaluation.

### Operations and Administration

- Oversee all Foundation administrative functions
- Ensure the effective development, performance and support of Foundation staff
- Take actions to ensure compliance with the Foundation constitution, bylaws, policy to all other statutory and regulatory requirements.
- Facilitate promotional material, website content and the effective use of technology, in partnership with the CBWC denomination.
- Develop and propose policies that ensure accountability, transparency, an appropriate risk management.
- Work with, communicate with, and support the effective operations and governance by the Foundation board.
- Organize and facilitate regular Foundation board and committee meetings.
- Ensures excellent communication and cooperation is maintained between the Executive Minister, Board and Staff of the Canadian Baptist of Western Canada and the Foundation in the fulfilment of the above objectives.
- Spend 3 hours per month attending CBWC Senior Staff meetings and 3 days per year attending CBWC Board meetings.

### Preferred Qualifications and Skills

- Demonstrate mature Christian faith and leadership experience in Christian organisations.
- Bachelor of Finance, Commerce, or Business Administration and/or considerable years of experience and financial expertise.
- Demonstrate a strong work ethic, be results oriented, and have a proven track record of successful experience in business, preferably in financial and investment sectors.
- Familiarity with Canadian charity requirements, practices and operations.
- Familiarity and experience in working with and supporting governance boards.
- Ability to build strategic, trusting relationships.
- Demonstrate superior interpersonal, verbal and written communication skills, and be competent in communications technology.
- Familiarity with the CBWC denomination will be considered an asset but is not a requirement.

Estimated Required Hours of Work: 450 hours per year – 25% Full Time Equivalent. Closing date for applications is set at March 15, 2021.

Contact Herb Ziegler for more information [herb.ziegler@outlook.com](mailto:herb.ziegler@outlook.com)