

MENNONITE DISASTER SERVICE CANADA

Position Title: **Executive Director (ED)**
Term: Permanent Full-time
Location: Winnipeg, MB
Starting Date: April 1, 2026, negotiable
Revised: April 2025

Primary Responsibilities: The ED is responsible to give overall strategic leadership to MDS Canada's board and staff.

Reporting Relationships: Reports to the MDS Canada (MDSC) Board Executive through the Canadian Board Chair.

Direct Reports include:

- Finance and Admin Manager
- Operations Manager
- Volunteer Manager
- Weekly Volunteer and Administrative Coordinator
- Communications Coordinator

Responsibilities:

1. Board

Provide transformational leadership to the board, implementing its strategic direction by

- a. Ensuring ongoing orientation and training of the board in fiduciary responsibility, knowledge of MDS, and governance skills
- b. Bringing board agenda items that keep our vision, mission, and core values at the centre of our work
- c. Ensuring relevant, measurable goals that align with the board's strategic plan for MDS Canada
- d. Suggesting or bringing proposed policy that gives clear guidance to staff and operations
- e. Plan the following meetings in consultation with the Board Chair:
 - i. Board of Directors
 - ii. Board Executive
 - iii. Membership meetings
- f. Engage with MDS US board and executive as per our Partners in Mission agreement

2. Staff

Create and implement a staffing plan including:

- a. Keeping employment policies current and in compliance with labour laws and regulations
- b. All aspects of managing staff including hiring, orientation, professional development, evaluations and end-of-employment
- c. Staying as closely aligned with MDS US HR policy as possible
- d. Work together with MDS US staff as per our Partners in Mission agreement

3. Constituency

Engage constituency proactively including:

- a. Act as the primary voice for MDSC with constituency, partners, government and media
- b. Communicate the vision and mission of MDS to constituents and stakeholders, from an Anabaptist faith perspective, including preaching and teaching in church settings
- c. Work to develop relationships that inspire people to volunteer with MDS
- d. Develop and implement a strategic donor engagement plan to strengthen MDSC's financial resources

4. Administration

Execute administrative tasks including:

- a. Review financial statements and documents
- b. Approve expenditures
- c. Ensure good risk management practices
- d. Grant acquisition

Qualifications:

- Commitment to the Anabaptist faith and peace position and an active member in an Anabaptist church
- Demonstrated commitment to the Mennonite World Conference Anabaptist Shared Convictions
- Understands and is committed to MDS values, program and constituency
- Availability and willingness to travel throughout Canada and the U.S. approximately 30% time
- 5 years of experience developing and executing organizational strategies
- College or graduate level degree with at least 5 years of senior management experience
- At least 3 years experience managing human resource functions including personnel, compensation, and recruiting
- At least two years of experience in multicultural settings
- Demonstrated experience working with volunteers and volunteer groups
- Knowledge and understanding of Anabaptist and other disaster response organizations in both Canada and the U.S.
- Successful experience working with boards
- Some knowledge of labour/HR law and not-for-profit agency law an asset
- Experience with planning and/or implementing a donor engagement strategy an asset

Essential Skills:

- Transformational leadership within an Anabaptist context
- A caring relational style
- Strong analytical and problem solving skills
- Ability to work effectively in collaboration with diverse groups of people
- Excellence in organizational and project management with the ability to coach staff and manage teams
- Strong written and verbal communications skills
- A persuasive and passionate communicator with excellent public speaking, interpersonal and conflict resolution skills
- Self-motivated
- Demonstrated computer proficiency including familiarity with Microsoft Office Suite