Executive Director

Position Summary

The Executive Director (ED) provides strategic and operational leadership for RISE Support Centre, overseeing the development and implementation of the Centre's vision, staff and volunteer leadership, programs, community partnerships, financial sustainability, and day-to-day operations. The ED plays a key role in strengthening RISE's presence in the community, developing funding opportunities, and ensuring the Centre continues to provide compassionate, high-quality support to women and families.

This role is ideal for a mature Christian leader who is passionate about RISE's mission, enjoys developing people and programs, and is excited to help lead the Centre into its next season of growth.

Hours: 28/week
Rate: $26–$29/hour

Reports To

Board of Directors (BOD)

Key Responsibilities

Leadership & Strategic Development

- Promote and uphold the mission, vision, values, and policies of RISE Support Centre.
- Develop and implement the strategic vision and direction of RISE in alignment with its mission, values, and goals.
- Establish and implement short- and long-term objectives and regularly assess programs and services for effectiveness and opportunities for growth.
- Provide spiritual leadership and maintain a positive, Christ-centred environment.
- Recruit, supervise, mentor, and evaluate staff, volunteers, and placement students.
- Oversee training, staff development, morale, and adherence to RISE policies and procedures.
- Work collaboratively with the Board and participate in Board meetings, annual planning, and organizational events.

Community Engagement & Outreach

- Promote awareness of RISE and its programs and services within the community.
- Build and maintain strong relationships with supporting churches, pastors, community organizations, York Region resources, donors, and other partners.
- Represent RISE within the community and serve as a spokesperson as appropriate.
- Oversee community presentations, outreach initiatives, marketing, social media, newsletters, and other communications.
- Promote fundraising initiatives and maintain regular communication with donors.

Funding & Financial Sustainability

- Collaborate with the Board to develop and manage the annual budget and operate within approved financial parameters.
- Oversee financial administration and provide regular financial reporting to the Board and Bookkeeper.
- Identify, research, write, and submit grant applications and pursue other funding opportunities aligned with RISE's mission and strategic priorities.
- Support the long-term financial sustainability of RISE through grant development, fundraising, donor engagement, and community partnerships.

Administration, Compliance & Safety

- Ensure RISE operates in compliance with all applicable legal, regulatory, licensing, health, safety, privacy, and organizational requirements.
- Maintain and implement current policies and procedures and identify and address operational risks.
- Oversee required reporting, documentation, and administrative processes.
- Provide regular operational updates and reports to the Board.

Client Services

- Oversee the delivery of RISE's client support services and programs.
- Ensure clients are served with compassion, dignity, confidentiality, and without judgment.
- Provide client support and Pregnancy Option Support or Abortion Recovery Support as needed and within role expectations.
- Serve as a resource to staff and volunteers in complex client situations.

Qualifications

Experience

- Bachelor's degree in psychology, social work, nursing, education, pastoral ministry, or a related helping field, or equivalent experience.
- Three to five years of experience in a helping profession, ministry, nonprofit, leadership, or related field.
- Two years of experience as a volunteer or staff person for a Christian ministry or nonprofit organization.
- Experience supervising staff and/or volunteers is preferred.
- Administrative and information technology experience and skills are an asset.
- Grant writing, fundraising, or nonprofit development experience is an asset but not required.
- A committed Christian of at least three years.

Skills

- Strong leadership skills with the ability to empower, supervise, mentor, and delegate effectively without micromanaging.
- Visionary and strategic, with the ability to develop a clear direction for the Centre and communicate it in a way that engages and motivates others.
- Excellent oral and written communication skills, with the ability to effectively engage professional, medical, church, and social service organizations, volunteers, clients, donors, and community partners, and to develop compelling grant applications and funding proposals.
- Strong organizational, administrative, and time-management skills.
- Detail-oriented with the ability to manage multiple priorities.
- Team-oriented, collaborative, and able to work independently.
- Strong interpersonal skills, sound judgment, discretion, and ability to maintain confidentiality.
- Comfortable using Google Workspace, Microsoft Office, and other relevant technology.

Values Alignment

- Commitment to RISE Support Centre's mission and vision.
- Agreement with RISE's Statement of Faith, Sanctity of Human Life Statement, and applicable Pregnancy Care Canada Core Documents.
- Willingness to serve clients, staff, volunteers, donors, and community partners in a way that honours Jesus Christ and supports RISE's life-affirming work.
- Spiritual maturity, integrity, and trustworthiness.
- Willingness to uphold RISE policies and procedures.

Additional Requirements

- Complete Pregnancy Care Canada's Director Accreditation Training.
- Complete volunteer training and be equipped to meet with clients.
- Provide a Vulnerable Sector Check every three years and a Defence Declaration Form for each of the two years between checks.
- Commitment to ongoing professional development and training.

Working Conditions

This position requires some evening and weekend hours to attend events such as Board meetings, community and church events, fundraising events, and speaking engagements. Regular work hours will be adjusted as needed to accommodate these commitments.

Evaluation

An annual performance review and self-evaluation will be conducted by the Board Chair and one other Board Director.

How to Apply

Please send your resume and cover letter to:

EDapplications@risesupportcentre.ca

Application Deadline: November 17, 2026