

Executive Director

Organization Name: Catholic School of Evangelization

Location: St. Malo, Manitoba (with work from home capabilities)

Reports to: Board of Directors

Employment type: Full time

About Us

The Catholic School of Evangelization (CSE) is a Roman Catholic lay apostolate committed to inviting young people into a deeper relationship with God, others and with self. In a spirit of service and collaboration with your local Church, we form disciples of Jesus, through our Discipleship Formation Program. Summer and Winter Camps, formation days/evenings and retreats to serve the Church's urgent call to evangelization. The CSE also offers facility rentals, for overnight retreats, day retreats, conference and pilgrimages for the faithful of the Archdiocese of St. Boniface, Winnipeg, and Archeparchy of Winnipeg.

Position summary

The Executive Director (ED) serves as the chief executive and spiritual leader of the organization, ensuring that all programs, partnerships, and operations, align with our Catholic faith. The ED provides strategic direction, oversees staff and volunteers, leads fundraising efforts, and serves as the primary ambassador of the ministry to donors, and the broader community.

Key Responsibilities

Spiritual and Mission Leadership

- Champion and uphold the CSE's Statement of Faith and core values
- Integrate biblical principles into organizational leadership and culture
- Encourage spiritual development among staff and volunteers

Strategic Leadership and Governance

- Collaborate with the Board to implement long-term vision and strategy
- Provide regular reports and recommendations to the Board
- Ensure compliance with nonprofit governance standards
-

Fundraising and Development

- Lead fundraising initiatives and donor engagement
- Cultivate relationships with church partners, foundation and individual supporters
- Oversee grant applications
- Administers and keeps up to date the CSE's social media pages, web page, email, and newsletter.

Operations and Program Oversight

- Supervise staff and ministry leaders.
- Ensure programs reflect the CSE's mission and values
- Oversee budgeting, financial management and reporting
- Ensure compliance with all federal and provincial regulations
- Develops and executes youth camp programs (winter and summer) along with future initiative
- Manage CSE's building and assets.

Community Engagement

- Serve as the primary spokesperson for the ministry
- Build collaborative partnerships with community organizations
- Represent the organization at faith-based and civic events
- Works with On-site Missionaries for the booking, managing, and promotion of rentals and retreats.

Qualifications

- Demonstrated personal Catholic faith and active involvement in the Catholic Church
- Agreement with the organizations' Statement of Faith
- Minimum 5 years of leadership experience (nonprofit or ministry experience preferred)
- Proven fundraising and donor development success
- Strong financial management and organizational skills
- Excellent communication and relational leadership abilities
- Bilingual (French and English) preferred but not compulsory

Compensation

- Salary is negotiable, commensurate with experience and qualifications.

Benefits: Health Benefits as provided by the Archdiocese of Saint-Boniface. These include life Insurance, long term disability, health benefits (100% coverage), vision and dental care (including orthodontics)

How to Apply

Interested candidates should submit:

- Resume
- Cover letter describing leadership experience and faith journey
- A list of three references including one from a Pastor

To board@catholicway.net

Review of applications will begin on April 15th and continue until the position is filled. We thank all applicants for their interest; however, only qualified applicants will be contacted.