



**YFC**

**Youth  
Unlimited™**

PRINCE GEORGE



# EXECUTIVE DIRECTOR

[www.princegeorgeyfc.ca](http://www.princegeorgeyfc.ca)

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# OUR STORY

YFC PG is a registered charity that's been in operation since 1982, serving young people in schools, camps, churches, and more. We currently serve hundreds of young people on a weekly basis in 3 communities across the northern interior of BC. We're a chartered chapter of Youth for Christ Canada with an independent board of directors.

The goal of Youth for Christ Canada has been, for 75 years, to meet the needs of young people socially, spiritually, physically and mentally. This is expressed in our motto: "to see every young person living fully in Christ."

To learn more about our current programming visit [princegeorgeyfc.ca](http://princegeorgeyfc.ca)

## IS THIS YOU?

Can you envision yourself empowering our compassionate and mission-minded staff to continue to reach out effectively in their communities as they see the lives of youth transformed? Are you a team player, committed to seeing youth find hope in Jesus? Explore your vision as Executive Director. Is your mission with us?





# JOB DESCRIPTION

## Leadership and Development

- Understand, communicate, and implement YFC Prince George's mission, vision and strategic plan, as defined by the board.
- Oversee YFC Prince George and all of its youth centres, programs, staff, and operations.
- Recruit, train, support, and supervise the Administrative staff so they can support the team.

## Operational Oversight

- Provide support, coaching, direction, and supervision for the staff and volunteers to develop programs that fulfill YFC Prince George's mission and strategic plan.
- Regularly review and renew vision and strategic plan.
- Work with the Board and the Administrative staff to develop and monitor YFC Prince George's budget.
- Work with the Board to develop, update, and implement policies and guidelines to ensure that YFC Prince George's operations are in alignment with government regulations and best practices.
- Work with the Board and the staff to ensure that YFC Prince George facilities and equipment are managed and cared for effectively.

## Community Relations

- Communicate clearly and consistently with supporters, churches, and community leaders, keeping them informed about YFC Prince George's needs and impact.
- Write or approve all mailings and communications sent out on behalf of YFC Prince George.
- Provide coaching and guidance for YFC Prince George staff as they communicate with their teams and the public about YFC Prince George and their ministries.





## Fundraising and Partner Development

- Fundraise the ED's salary by developing and maintaining a network of ministry partners.
- Work with the Board and the rest of the team to fundraise YFC Prince George's operational costs.
- Oversee and lead fundraising events.
- Find and apply for grants that can supplement fundraising efforts.
- Work with the staff as they fundraise their salary by developing and maintaining a network of ministry partners.
- Work with the staff to maintain a database of ministry partners and communicate with them clearly and consistently.

## Personal Development

- Pursue and maintain an active relationship with Christ.
- Complete YFC Canada's Foundations Credentialing Training.
- Know and submit to scripture in regards to beliefs, values, and behaviours.
- Cultivate and model healthy work-life balance and attentiveness to one's personal and family needs.
- Work continually at developing these skills:
  - Managing complexity, diversity and change.
  - Visionary thinking, planning, decision-making, and evaluation.
  - Clear and consistent communication.
  - Collaborative leadership and relational skills.
  - Effective time and resource management.
  - Fundraising and networking.

## Retreats & Conferences

- Coordinate a yearly staff and Board off-site meeting for spiritual rejuvenation, team development, and planning.
- Participate in National YFC Ministry Conferences, Regional Retreats, and other YFC Canada initiatives.

## What We Offer & How to Apply

YFC Prince George offers a competitive salary with benefits based on education and experience, professional development, flexible schedule and sabbatical policies. Starting salary range for the position is between \$55,254 and \$87,005. To apply visit [princegeorgeyfc.ca/jobs](http://princegeorgeyfc.ca/jobs)

