



Job Description PRINCIPAL FOR LEADERSHIP AND DEVELOPMENT Centre for Christian Studies

ROLE OF PRINCIPAL FOR LEADERSHIP AND DEVELOPMENT

The Principal for Leadership and Development of the Centre for Christian Studies (CCS) works collaboratively as a part of the staff team. The Principal for Leadership and Development participates in all areas of the life of the Centre, while focusing on internal and external relationships, including relationships among the staff, donors, governance, students, volunteers, denominations, and networks. They seek to build sustainability and a creative future vision, rooted in the diaconal mission and values of CCS.

The Principal for Leadership and Development will demonstrate an intersectional understanding of, and commitment to, the anti-racist, intercultural, and 2SLGBTQIA+ affirming work and theologies of CCS and its partnering denominations – The United Church of Canada and The Anglican Church of Canada. The Principal for Leadership and Development will demonstrate commitment to implementing the Truth and Reconciliation Commission of Canada's Calls to Action, in theological education and otherwise, as well as the National Inquiry into Missing and Murdered Indigenous Women Report's Calls for Justice.

The Principal for Leadership and Development seeks to support CCS in navigating the changing landscapes of theological education, Christianity(ies), culture, global diakonia, ministry, and climate crisis. They embody and foster the unique diaconal perspectives in the curriculum and pedagogy of CCS, alongside its identity as a learning community focused on formation in Spiritual Care, Social Justice, and Educational Ministries. The role requires creative leadership, self-awareness, and a passion for theological education, diakonia, and community-based organizations – and/or enthusiasm to learn and immerse oneself in these. *For further expectations and requirements, please see the accompanying Skills Profile.*

RESPONSIBILITIES:

The following responsibilities reflect the unique tasks and enlivening role the Principal for Leadership and Development shares with all who learn and serve at the Centre for Christian Studies. Many responsibilities cross over between categories. The percentages listed alongside refer to the approximate proportion of the Principal for Leadership and Development's time, and will flex seasonally. The percentages do not reflect the importance of the responsibilities.

1. Leadership 15%

- Hold particular responsibility for promoting inclusive, non-hierarchical, equitable, diaconally-grounded community life, that lives out the CCS Mission Statement and Core Values.
- Engage the CCS community in strategic and organizational planning, including the review and implementation of past strategic plans, as are relevant.
- In conjunction with staff and Central Council, respond to, initiate, or consider collaborative opportunities and partnerships with other theological institutions, community organizations, and denominations.
- Provide oversight of CCS' financial assets and operations, including budget planning, attentiveness to cashflow and investments, liaising with Central Council, and involvement in the annual audit as necessary.
- Act as a signing officer for the organization legally, with denominations, and in relation to bank and investment accounts.
- Ensure all necessary government forms are completed and submitted.
- Strengthen CCS' relationships in academic, denominational, regional, and international diaconal networks, through ensuring CCS participation.
- Provide a public face for CCS in the communities and at community events, as strategically warranted.
- Ensure accurate representation of CCS and its programs in other academic and adjacent institutions.
- Facilitate and promote effective communication between staff, students, volunteers, Friends of the Centre, denominations, and external organizations.
- Ensure CCS' student recruitment and retention strategies prioritize under-represented, marginalized, racialized, 2SLGBTQIA+, neurodiverse and variously-abled students, and the increased diversification of the CCS student body.
- Provide oversight of CCS admissions, enrollment, and graduation processes, ensuring that student records are appropriately maintained by the staff team.
- Participate in the planning and hosting of the Annual Service of Celebration, honouring new graduates and CCS Companions.
- Provide oversight of the tone of CCS programming. For example, liberative theologies, diaconal voices, expansive pedagogies, and non-traditional scholarship by marginalized scholars are centred in readings and resources.
- Support Program Staff in the development and regular evaluation of Learning Guidelines, competencies, pedagogy, and new program initiatives.
- Be attentive to the morale and pastoral concerns of staff, students, and the organization, as they arise.
- Initiate and facilitate the CCS process for dealing with conflict, as needed.
- Receive student appeals as outlined in the CCS Appeals Policy, and receive complaints under the CCS Harassment policy.

2. Fund Development and Relationship-building 45%

- Consult with the staff team and Central Council regarding CCS's strategic goals and needs, to prepare an annual development plan.
- Develop and manage an annual fund-raising plan; including annual giving, major gifts, monthly / planned giving, promotion of gifts in wills, and donor events.
- Seek out granting opportunities and prepare applications for granting agencies (foundations, government, church denominations).
- Monitor targets in the development budget, with regular reports to Central Council.
- Write reflections and produce content for Common Threads (monthly e-newsletter), Tapestry, the Annual Report, fundraising campaign letters, the CCS website, and other publications as necessary.
- Ensure Tapestry, the 4-page donor-focused print publication, is completed semi-annually. (Find the stories, coordinate writers, work with the person doing layout, and ensure accurate mailing).
- Actively nurture and strengthen relationships with grads, donors, and Friends of the Centre, both directly and by coordinating with volunteers and other staff. This includes taking every opportunity available to visit, in person and via technology.
- With the CCS community, identify prospective donors and develop appropriate solicitation strategies to cultivate new donor relationships and build support from individuals, alumni, foundations, and potential companies.
- Sign and personalize donation receipts as appropriate.
- Ensure CCS' communications and marketing efforts align with fundraising strategies, keywords, and the organization's values and mission.
- Educate staff, students, alumni, Council members, friends, and volunteers about the culture of engagement and approach to philanthropy at CCS.

3. Denominational and Academic Representation 10%

- Represent CCS at denominational meetings and networks of theological schools.
- Interpret, promote, and advocate for CCS, its programs, and its students at all levels of the churches and related constituencies.
- Support students to communicate and advocate with their denominations.
- Ensure the school's denominational reporting responsibilities are fulfilled regarding students, funding, and all other matters.
- Be aware of, and promote engagement with partner denominations' theologies and positions regarding justice issues, such as Indigenous justice, anti-racism, gender equity, anti-poverty, celebration of gender and sexual diversity, neurodiversity and disability justice, and environmental justice.
- Participate in discussions and negotiations with other theological schools or denominations, on joint programming, course recognition or certification, partnerships, and collaboration.

4. Governance, with Support to Central Council and Committees 10%

- Attend and participate in Central Council meetings as a non-voting staff resource.
- Support the Co-chairs in developing the agenda for Central Council meetings.
- Assist the Central Council secretary in gathering reports for monthly meetings and Annual General Meeting, distributing agendas, documents, and minutes.
- Assist Central Council and its Treasurer with the preparation of the annual budget, in consultation with the Finance and Administration coordinator.
- Coordinate the writing and production of the Annual Report, with the involvement of other staff and Central Council.
- Serve as a member of the Human Resources Committee, Staff Support Committee, and the Bylaws and Governance Working Group as a non-voting member.
- Ensure that all committees and working groups are adequately supported by staff and volunteers, in partnership with the Volunteer Recruitment and Support Working Group.
- Support the staff and Volunteer Recruitment and Support Committee in developing and maintaining a database of volunteer interests and skills.
- Ensure that all committees and working groups are resourced as needed, including arranging online meetings and accessing documents.
- Routinely review and develop CCS policies (program, financial, employment, by-laws, and otherwise) in conjunction with staff and committee members.

5. Human Resources 10%

- Facilitate periodic, structured, conversations on the working environment and staff teaming at CCS.
- Coordinate annual performance review processes for all staff, either individually or through a mutual collegial feedback model.
- In collaboration with staff, make recommendations to the Human Resources Committee about changes in staffing structure or job descriptions, as required.
- Work with the Human Resources Committee to ensure all applicable labour regulations, denominational policies, and CCS employment policies are followed. Suggest updates to CCS policies as applicable.
- Make provisions for work coverage in the case of termination, sabbaticals, or long-term absence of staff.
- Collaborate with the Human Resources Committee and Central Council in search and hiring procedures for permanent staff, with particular attention to improving CCS' recruitment processes to attract equity-seeking candidates (such as racialized, variously-abled, neurodiverse, 2SLGBTQIA+, etc.)
- Coordinate and assist in onboarding, orienting, and mentoring new staff members.
- Bring personnel situations that need further care or intervention to the Staff Support or Human Resources Committees.

- Inform the United or Anglican Church pension and benefits departments of changes in staff status.
- Ensure that Staff members' Human Resource files are appropriately stored and maintained.
- Work with the Finance and Administration coordinator to ensure that payroll, benefits, and tax forms are administered accurately.

6. Shared Community Life of the Organization's Staff 10%

- Engage a commitment to life-long learning through participating in parts of the CCS program to build organizational familiarity, and through ongoing Continuing Education that enhances needed skills for one's position and general growth.
- Support CCS' co-learning community, participating in CCS-sponsored events, program Praxis zoom calls, engaging with students while they are in learning circles such as in student-led worship, and taking an active interest in their formation.
- Participate in weekly staff meetings, providing rotational leadership for facilitation, minutes, and worship.
- Coordinate semi-annual staff development days that promote staff teaming and engagement with timely social issues, pedagogy, diakonia, or otherwise.
- In collaboration with the Finance and Administration Coordinator, ensure historical and current files are in order, and that any archive material is appropriately stored and occasionally sent to the archives.
- Respond to emails, correspondence, requests, and inquiries in a respectful and timely manner.
- Communicate regularly among the staff team about off-site responsibilities, negotiating vacation and continuing education time away, flex-time, requests for collaboration and input, unexpected tasks, and shifting workload.
- Uphold shared staff responsibilities such as ensuring the kitchen, meeting rooms, and public areas are kept clean and tidy, welcoming guests, and providing hospitality for meetings.

Synopsis of the Job Description & Skills Profile: Principal for Leadership and Development

Responsibilities:

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| Leadership | 15% |
| Fund Development and Relationship-building | 45% |
| Denominational and Academic Representation | 10% |
| Governance, with/ Central Council and Committees | 10% |
| Human Resources | 10% |
| Shared Community Life of the Organization's Staff | 10% |

Requirements:

- A collaborative, non-hierarchical leadership approach
- Passion for theological education, diakonia, and community-based organizations (and/or enthusiasm for immersive learning on 1 aspect when 2 are present).
- Familiarity with the changing landscapes of theological education, Christianity(ies), culture, global diakonia, congregational and various expressions of ministry, and climate crisis.
- Skills in facilitation, board and/or committee work, managing conflict and change, policy-writing, human resources and teaming, collaborative strategic planning,
- Communication skills; representing or speaking on behalf of an organization, writing to an organization's members, asking donors for money, and balancing prophetic, pastoral, and diplomatic roles.
- Development skills, fundraising expertise, and business acumen; grant-writing, financial planning, reading and interpreting financial statements and projections.
- Familiarity with the field of adult education, liberative and creative pedagogies, competency-based evaluation, and educational accessibility.
- Familiarity with liberation theologies, Christian history, scriptures, denominations, and practices, particularly as they relate to marginalization, gender, and ministry across the threshold between the church and the world.
- Ability to articulate how one's faith shapes their vocation and practice.
- Aptitude with using technology and computer systems
- Entrepreneurial spirit, creativity, and imaginative thinking
- Negotiation skills for organizational partnership
- Pastoral skills with colleagues, students, volunteers, and the public
- Self-awareness empathy, and a willingness to learn through self-reflection, critical analysis, and feedback
- An intersectional understanding of, and commitment to, the anti-racist, intercultural, and 2SLGBTQIA+ affirming work and theologies of CCS and its partnering denominations
- Academic background: graduate work in a related field and/or diaconal training.

Assets:

- Experience in the field of theological education, accreditation process, graduate or post-graduate studies, and/or denominational formation programs
- Experience in fund development and/or community-based non-profit organizations/schools, particularly in a religious context.
- Firsthand experience of diaconal formation
- Familiarity with diaconal networks, pedagogy, and approaches to ministry.
- Membership in either United or Anglican denominations.
- Being Bilingual or Multilingual
- Experience with educational organizations, theology, diakonia, the Anglican or United Churches, various forms of social justice, and being bilingual or multilingual.

Terms of the position:

- Fulltime permanent – 37.5 hours/week
- Start date: summer 2025, ideally July 1st.
- Primarily based onsite at CCS in Winnipeg, with some flexibility to work remotely or from home part of the time.
- Annual Salary: \$90,115 (\$46.21/hour), plus pension and benefits
- 4 weeks vacation (22 working days), and up to 3 weeks continuing education