



EDIFIDE
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Posting Period: Jan 25 - March 6, 2018	Position: Executive Director, <i>Edifide Educators Association</i>
Employment Start Date: August 1, 2018	Position Status: 80% part-time position, to be under mutual review in 2 years' time.
Location: Current office is in <i>Hamilton, Ontario</i> , but flexible in terms of geographical location (to be negotiated)	Reports to: Board of Directors
Submit your application electronically by March 6, 2018, to: jessica.bandstra@edifide.net Note: Only those applicants selected for an interview will be acknowledged. For more information please visit: www.edifide.net	

Description of Organization:

Edifide is an association dedicated to serving Christian professional educators and employees across all Christian educational institutions. We bring our faith to our practice and are dedicated to advocacy in our workplaces and advancing Christian education. We are committed to developing God's Kingdom in our institutions and workplaces through respect, integrity, and partnership.

Our **Mission** is to *equip, encourage, and advocate for Christian Educators and employees in developing, fostering, and supporting healthy workplaces.*

Our **Vision** is a *vibrant professional community of Christian employees across a range of Christian educational institutions that promote and support healthy workplaces through innovation and best practices.*

We provide employment services including support, advice, advocacy in the workplace including negotiating contracts, compensation and benefits, professional relationship building, conflict management and resolution, and building community. As an organization, we encourage and promote professionalism, growth and leadership development through learning and performance planning.

Edifide has historically served Christian educators in Ontario (Canada) Christian schools affiliated with the *Ontario Alliance of Christian Schools (OACS)*, *Ontario Christian School Administrators Association (OCSAA)* and *Christian Schools International (CSI)*.

Edifide is a growing and expanding organization, serving members in various independent Christian education systems across Canada as well as a network of educators and employees who work in public and international settings.

To meet the increased interest in the services we provide, we are opening our organization to a range of employees who work in educational institutions, not only in Ontario, but possibly even further abroad.

Position Summary:

The Executive Director is accountable to the Edifide members through the Board of Directors (BOD). In general, the Executive Director is expected to be a pro-active visionary who serves as a catalyst for the association by representing the position of the BOD and members on matters of employment concerns and professional standards.

The Executive Director is expected to articulate a Christian perspective which is current and focused on the place and service of Edifide members in their workplaces and in the greater community by means of various promotional opportunities as they occur or are created.

Primary Duties and Responsibilities:

To implement the Goals and Objectives of Edifide, as outlined in the revised Constitution and as summarized below:

- *To promote and support healthy workplaces through innovation and best practices.*
- *To foster a high standard of ethics for its members.*
- *To promote a high standard of professionalism in and out of the workplace.*
- *To strive for a worthy socio-economic position for its members*
- *To provide support for its members around employment services*
- *To create a network of Christian educators, support staff, and administrators*
- *To support and lead the transition of the new vision.*

The Executive Director will be responsible for the following:

1. Board leadership:

- 1.1 to carry out Edifide's renewed vision through the transition to the new Edifide.
- 1.2 to carry out board directives.
- 1.3 to keep the board informed of activities by means of a regular written report.
- 1.4 to help the board and the membership remain focused in its vision.
- 1.5 to be aware of and respond to current employment standards, practices, and educational trends.
- 1.6 to be informed of committee activities and assist in implementation of their mandates.
- 1.7 to assist the board in setting the agenda for its meetings.
- 1.8 to maintain ongoing regular communication with its membership.
- 1.9 to be in regular, informed contact with the newly formed sister organization (name yet to be determined) through its Executive Director.
- 1.10 to act as a spokesperson for the organization.

2. Relationships to Members:

- 2.1 advise, assist, and advocate for individual members in their various workplace concerns.
- 2.2 to represent Edifide members on labour-related issues.
- 2.3 to keep in regular contact with Edifide reps.
- 2.4 to build and maintain visible contact with local staffs through visits and correspondence.
- 2.5 to promote professional standards.
- 2.6 to officially represent Edifide publicly at job-related milestones involving Edifide members.

3. Daily Operations:

- 3.1 to oversee the day-to-day operation of Edifide.
- 3.2 to advise and assist the board in the employment and supervision of office staff

4. Committee Leadership:

- 4.1 to keep committees focused on achieving their mandates.
- 4.2 to provide input and resources for committees as required or requested.
- 4.3 to assist and advise committees on current business and possible future concerns.

5. External Relationships:

- 5.1 to assist and strengthen Edifide's relationship to the various organizations involved in Christian education.
- 5.2 to represent Edifide in its relationship to other professional organizations.
- 5.3 to represent Edifide in its relationship to the government.

Qualifications:

The Executive Director is to possess the following qualities and leadership competencies:

1. Visionary Leadership

The Executive Director will discern, communicate, and impart a vision that sets the direction for the future of the Edifide as an integral part of moving Christian education forward. This vision will be cultivated and nurtured by intentional participation and involvement with its members, partner schools, and other institutions dedicated to the cause of Christian education.

The Executive Director will ensure and be accountable for the implementation of Edifide's goals, strategies, and workplace policies. The vision needs to be transformative and translated into concrete actions with an outcome-based implementation over the next 2-5 years of Edifide's transition to a new organization. Building a spirit of close collaboration and common vision with its partners that serve Edifide and its members is especially important.

2. Adaptive Leadership

The next Executive Director will be a person who embraces risk and welcomes a challenge through adaptive change and innovation. The Executive Director needs to navigate and manage well in a context of ongoing change.

3. Collaborative Leadership

The Executive Director will exhibit dynamic skills in collaborative relationship building, teamwork, and participatory management. By fostering cooperation working through a variety of leadership circles, Edifide’s Board and Committees and its members, the Executive Director will draw people into a growing consensus while providing significant room for local ideas and practices.

The ability to bridge diverse perspectives between the various employee groups it represents is essential.

Qualifiers:

- A demonstrated understanding of Christian educational institutions
- A demonstrated successful administrative experience
- Familiar with HR and Restorative Justice practices
- Exhibits integrity in character
- A Christian person who can live out an expression of their faith life
- A worldview harmonious with member schools
- Attentive listening skills, demonstrating understanding and empathy
- Adept at IT communication skills
- Ability to travel to meetings, schools, or other various organizations for work purposes
