

Executive Director Job Description

Role Overview

The Executive Director (ED) is the leader of DayStar Native Christian Outreach, a Canadian not-for-profit organization, responsible for overseeing the ministry, finances, programs, staff, and volunteers, while driving strategic planning, fundraising, and “DayStar community” relationships to achieve the mission and goals of DayStar. Reporting to and accountable to the Board of Directors, the ED provides guidance and strategic direction to fulfill DayStar’s mission and build long-term sustainability. This position ensures the alignment of day-to-day operations with the board’s overarching strategic goals and serves as a critical link between the DayStar Community, staff, and the board.

Responsibilities

1. Leadership and Organizational Development

- Provide clear vision, mission alignment, and strategic direction to all existing and growing areas of ministry, ensuring consistent quality in staffing, operations, programs, and administration.
- Lead and coach the specific area ministry coordinators to create a Spirit led team.
- Cultivate a healthy DayStar culture that attracts and retains passionate ministry personnel while promoting collaboration.
- Continue to develop and implement policies, behaviors, and programmatic changes to advance DayStar’s effectiveness.
- Foster a culture of digital literacy and ensure that the DayStar staff and volunteers effectively leverage technology.

2. Board Development and Governance

- Working with the Chair, develop, support, and maintain a strong Board of Directors, including recommending timelines and resources needed to achieve strategic goals.
- Act as a liaison between the board and staff, keeping the board informed of progress, challenges, and opportunities.
- Assist in board recruitment and development, ensuring effective governance.
- Plan and prepare board meeting materials in coordination with the board chair.
- Facilitate policy compliance and align work with board committees’ goals.

3. Financial Management and Fundraising

- Oversee DayStar’s financial health by ensuring the preparation and presentation of accurate financial reports, supervising budget planning and implementation with the Board, and ensuring compliance with financial regulations.
- With the Finance Committee, manage fundraising efforts, including soliciting major gifts, managing donor relationships, and expanding revenue-generating activities to support programs and operations.
- Develop and implement donor stewardship plans to maintain and grow financial support.
- Work with the board, Finance Committee, and staff to develop actionable fundraising strategies and build long-term financial sustainability.

- Optimize online fundraising strategies

4. Program and Ministry Partner Management

- Maintain effective, Biblical, Spirit led programming with established evaluation criteria to accomplish ministry goals
- Maintain strong relationships with the DayStar community, including donors, churches, volunteers, and community leaders.
- Identify opportunities for partnerships and collaboration with other organizations.
- Represent DayStar publicly, including attending fundraising events, speaking engagements, and community outreach activities.
- Promote DayStar's programs and activities to increase visibility and impact.

5. Compliance and Risk Management

- Ensure compliance with all federal, state/provincial, and local regulations and uphold the highest ethical standards.
- Implement policies to minimize organizational risks and ensure smooth operations.
- Knowledgeable of, familiar with, and able to access resources that are in place for finance, legal, and HR help.
- Ensure programs and services align with legal and ethical standards.

6. Technology and Operations

- Promote the use of tools and systems to increase efficiency and governance, including centralized documentation and streamlined decision-making.
- Oversee the development and implementation of ministry SOPs, training documents, MOUs, etc.
- Oversee the Establishment and implementation of proper cybersecurity measures.

Qualifications

- Exemplifies, in a growing context, the "fruits of the Spirit" in both personal and ministry life.
- Adherence to the DayStar "statement of faith."
- Strong Biblical foundation and understanding, personally, within the context of discernment, and in the decision making and evaluation process.
- Proven leadership and management experience, ideally with at least 10 years' experience in a Christian Missional ministry setting.
- Bachelor Degree in Christian Education or equivalent is required.
- Skill in financial management, including budget preparation, forecasting, and compliance.
- Exceptional communication and interpersonal skills to engage with diverse groups and ministry partners.
- Entrepreneurial, innovative, and adaptable with a passion for Indigenous mission-driven work.
- Knowledge of Canadian legal and regulatory requirements for nonprofit organizations.
- Commitment to continuous learning and professional development within the context of Indigenous work and its practical expressions.

- Track record of successful fundraising, including donor relations and major gifts solicitation is a plus.

Key Competencies

- Competent communication and presentation skills both written and verbal.
- Strong ability to build and maintain strategic relationships.
- Proven Biblically based decision-making surrounded in faith.
- A strong understanding of the present “times” from a Biblical perspective.
- An evident resting in the direction of the Holy Spirit for “success”.
- Skill in report reading and writing.
- High integrity and dedication to the Vision, mission, and methodology of DayStar.
- Effective conflict resolution and problem-solving capabilities.
- Strategic thinking with adaptive decision-making skills.
- Effective and growing understanding of Indigenous culture and ministry opportunities.

Compensation

The Executive Director will receive a competitive salary, as they lead a dynamic and growing organization. The salary for this position will be commensurate with experience.

Conclusion and Next Steps

The Executive Director is the cornerstone of DayStar’s success, acting as a leader, visionary, and operational strategist. This role requires a multifaceted approach to leadership that balances day-to-day management with long-term planning, ensuring sustainable growth and a positive community impact. By aligning DayStar’s operations with its mission, the Executive Director fosters an environment of innovation, collaboration, and excellence, driving the organization toward its goals.

Click here to get more information about [Daystar Native Outreach Organization](#).

To apply for this position, please do the following:

- 1) Fill out this short form - <https://forms.gle/pMGhieGKqkmUULy9A>
- 2) Please send a copy of your resume to admin@daystarnativeoutreach.com.

Thank you for your interest!