



## Diocese of Nova Scotia and Prince Edward Island

### Executive Director (HR and Governance)

The Anglican Diocese of Nova Scotia and Prince Edward Island was founded in 1787. We serve and sustain 90+ parishes and over 200 congregations as Christ-centered, mission-minded communities. We are a faithful, innovative, courageous, and compassionate organization. We value integrity, grace, generosity, and transparency. We are reflective, prayerful, and inclusive. We care deeply about our work, our people, our communities, and our world.

Owing to a recent retirement, the Diocese is seeking an **Executive Director**. Reporting directly to the Diocesan Bishop, this unique position requires demonstrated leadership skills in four areas: strategic planning, HR management, governance, and executive administration.

*Strategic Planning* includes leading and directing long-range strategic planning for the Diocese, as well as providing the Bishop with ongoing, timely, strategic advice and counsel.

*HR Management* includes coordinating clergy appointments, retirements, transfers, and leaves as well as assisting parishes during times of transition. This position strongly and actively supports the Bishop in her pastoral care of active and retired clergy and their families as well as the laity.

*Governance* includes all matters related to reviewing, monitoring, and strengthening the Acts, Constitutions, Canons, and Policies of the Diocese. The Executive Director is the first point of contact for parishes for leadership of and information on church governance.

*Executive Administration* includes oversight and accountability for diocesan administrative staff and functions, archives, communication, congregational development, finance, human resources, property resources, stewardship development, and social justice and advocacy.

As the ideal candidate, you are a consummate and insightful relationship-builder, working one-on-one with diverse individuals, task groups, and committees while thinking strategically. Analytical, collaborative, and decisive, you are able to handle complex issues and unique situations. When facing challenges, you gather information, discuss and reflect on the data, seek external advice when necessary, and make timely, well-informed decisions. You are visionary and adept at moving ideas from discussion to decision to implementation. You possess patience, a sense of humour, and exemplary communication skills. You understand and can produce basic legal documents and excel at inter-personal conflict management.

Our Diocese is on the cusp of transformational change. We are being called to greater diversity of membership, wider participation in ministry and leadership, better stewardship of the environment, and a stronger resolve in challenging attitudes and structures that cause injustice.

If you share our values and are eager to help us lead over 20,000 Anglicans in vital, community-based ministries that transform lives and society, we would love to hear from you.

**TO APPLY**

If you are interested in pursuing this opportunity, please send both your resume and a cover letter to [employment@nspeidiocese.ca](mailto:employment@nspeidiocese.ca). *In your cover letter, please tell us why you are interested in this position at this point in your career and provide us with your anticipated salary range. Please submit your application in the form of one pdf document containing both your cover letter and resume.*

We will be accepting applications and interviewing candidates on a rolling basis until the position is filled. We thank all applicants for their time and interest and regret that we are only able to contact those selected for an interview.

The Anglican Diocese of Nova Scotia and Prince Edward Island is committed to employment equity and welcomes applications from individuals in traditionally marginalized groups. We encourage applicants to self-identify in their cover letter if they are a member of a marginalized community.