



## Executive Search



Chief Executive Officer  
British Columbia, Canada



# Discipleship

## The Organization

Adult & Teen Challenge Society of British Columbia (ATCBC) is a one-year discipleship program for men and women struggling with a life controlling issue.

Incorporated in 1964, ATCBC has grown to 3 residential centres plus an additional piece of raw land for a 4<sup>th</sup> centre, 3 second stage facilities, 4 community offices and 2 fast food franchises. In addition, ATCBC has the provisional accreditation certification from ATC North America and is a part of a network of Teen Challenge's reaching into 135 countries.

### MISSION

To help people overcome life controlling issues through Christ.

### VISION

Putting hope and freedom within reach of every person.

### VALUES

**FAITH** Always believing God for the impossible.

Genesis 15:6 And Abram believed the Lord, and the Lord counted him as righteous because of his faith.

**SERVANT LEADERSHIP** Serving selflessly to help others thrive

John 13:15 I have given you an example to follow. Do as I have done to you.

**COMMUNITY** Working together as we support one another

Philippians 2:3-4 Don't be selfish; don't try to impress others. Be humble, thinking of others as better than yourselves. Don't look out only for your own interests but take an interest in others too.

**IMPACT** Transforming society in Jesus' name.

Matthew 5:14 You are the light of the world—like a city on a hilltop that cannot be hidden.

## The Opportunity

Over the recent years of growth within the organization, ATCBC will be changing the title of their Executive Director to Chief Executive Officer (CEO). Reporting to the Board of Directors (BOD), the CEO is responsible for overseeing the delivery of the strategic plan, including operational, financial, administrative, and human resource activities with a \$3.7 million revenue (by 2024) and in accordance with the policies established by the BOD. A relationship builder and an innovator, the CEO will lead a team of 35+ individuals and bring a strong foundation of policy and strategic development, governance, communication, leadership and change management, working in partnership with the Lead Team to ensure the success of the ATCBC.

At its forefront, the newly expanded scope of the CEO's role will focus on energizing an already high performing lead team to reach for new levels of success while preserving the history, traditions, and DNA of the Teen Challenge foundation. The CEO will serve as the public face of the organization by acting as liaison with government, public and private partnerships, ensuring the gospel remains central and the implementation of strategic initiatives that benefit the marginalized we serve.

**Board Governance:** Works with the Board of Directors (BOD) to fulfill ATCBC's mission, vision, and values.

- Leads the process of developing and implementing strategic plan approved by the BOD.
- Provides detailed reports to the BOD on the ATCBC progress against the strategic plan.
- Communicates effectively and openly with the BOD and providing, in a timely and accurate manner, all information necessary for the BOD to make informed decisions.
- Participates in quarterly Board meetings and annual planning.
- Proactively seeks approval for new program opportunities with the BOD.
- Supports the BOD in the orientation of new director volunteers.
- Is the communication liaison between the BOD and staff to maintain open, regular, and clear communication.



Financial Accountability: Oversees the Finance Director to ensure that the resources and reporting structures are sufficient to ensure the financial health of the ATCBC.

- Responsible for the fiscal integrity of ATCBC by submitting to the BOD a comprehensive annual budget that accurately reflects operational needs.
- Administers ATCBC funds against the BOD-approved budget and monitors monthly cash flow.
- Provides the BOD monthly financial reports.
- Collaborates with the Finance and Audit Committee to ensure ATCBC investments are made in accordance with BOD established policies and procedures.
- Leads the annual audit process with external auditors.
- Responsible for oversight of fundraising plans and developing other revenue resources such as grants, major donors etc., to support the ongoing financial health of ATCBC.
- Responsible for the fiscal integrity of ATCBC by submitting to the BOD a comprehensive annual budget that accurately reflects operational needs, and by ensuring ongoing financial planning for ATCBC.

Operations: Oversees the Operations Director to ensure that the operations are aligned according to the approved annual budget, strategic plan, and mission statement.

- Have a working knowledge of all departmental activities associated with the operations plan including project and program activities to implement ATCBC's strategic plan.
- Ensure that all programs and services offered by ATCBC contribute to the organization's mission based on the strategic and operational plan and adheres to all policies and procedures.
- Ensure an annual review of the by-laws is done and make recommendations to the BOD to update policies and procedures necessary to better serve the community.
- Be the signatory for all agreements, payments, and other instruments made and entered into and on behalf of ATCBC.
- Identify, evaluate, and manage all operational risks that may impact the overall operations of ATCBC and community.
- Develops risk mitigation plans for the BOD as required.

Human Resources Planning and Management:

- Establish a positive, healthy, respectful, and safe work environment in accordance with all applicable legislation and regulations.
- Determine staffing requirements to support the operational success of ATCBC.
- Ensure that all staff receive orientation training, and that appropriate skills training is provided.
- Coach and mentor staff in a supportive environment with the aim to promote performance.
- Lead the successful completion of annual staff performance reviews and providing feedback.



**CEO**

## **The Candidate**

As the new CEO of ATCBC, you will be a highly motivated and innovative thinker who is passionate about sharing the gospel with people who are lost in a life controlling issue. With the proven ability to successfully operate and grow a not-for-profit organization, you will bring excellent relationship-building skills to engage a diverse range of potential funding partners, to lead advancement initiatives, and to establish the necessary network for ATCBC's future success. You will see the ATCBC population as strong, resilient, gifted leaders of tomorrow and serve as an advocate for those marginalized by society.

As the CEO, you will lead and motivate staff towards a shared vision for the organization. Acting as a catalyst in creating future opportunities, you are a driven leader with the energy to undertake the continued growth of ATCBC. To responsibly run this high-functioning organization, you will be well versed and able to delegate in the areas of human resources, finance, and executive administration.

An accomplished leader, you possess energy, vision and enthusiasm and connect easily with people whether they are staff, funders, community members or clients. You will thrive in the role as the public face and lead advocate for ATCBC, ensuring that the profile of the organization and its important work is supported and advanced.

### **Qualifications and Experience**

- Feel a strong calling to help people who are lost in a live controlling issue using the discipleship model for a new life.
- Minimum 7 years of proven experience in progressive leadership roles with oversight of the large-scale project and fund raising in non-profit environments required.
- Strong people leadership with the ability to motivate, support and develop team members.

- Strong Knowledge of and sensitivity to the marginalized people with life controlling issues.
- Expertise with project management processes and best practices.
- Excellent leadership, team building and interpersonal skills.
- Exceptional communication, negotiation, and presentation skills.
- Superior skills in conflict resolution.
- Comprehensive financial and analytical background.
- Ability to maintain confidentiality in sensitive situations.
- Strong working knowledge of computer applications including the Microsoft Office suite.
- Effective interpersonal communication skills with the ability to build and maintain relationships at all levels of the organization as well as with external funders and partners.

**Benefit package:**

- Dental care (half employer paid premium)
- Extended health care (half employer paid premium)
- Up to 4% RRSP match after 2 years of employment

**Job Type**

- Full-time

**Start Date**

- Flexible

**Primary Location**

- Lower Mainland / Okanagan Areas

**Closing Date**

- Open until filled

## To Apply

To apply, please submit your cover letter and resume with your salary expectation in relation to your experience to Greg Palmer. ATCBC is committed to keeping the gospel central to the work that we do within the ministry. If requested, the candidate will need to provide two professional references and additionally two references from a pastor and/or deacon within their faith community.

Greg Palmer  
 Board Chair  
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 Abbotsford BC V2T3X8  
 Gregpalmer4000@gmail.com

Due to the high volume of applicants only those chosen for an interview will be contacted directly. Do not contact us with unsolicited offers or services.