

# Employment Opportunity:

## GENERAL SECRETARY



Canadian Baptist Ministries' (CBM) goal is to encourage passionate discipleship in local and global mission. Through the support of Canadian Baptist conventions and unions, CBM exists to serve local churches in their mission efforts. CBM works strategically with and through a network of partners in 13 priority fields in such ministries as sustainable community development, grassroots leadership formation, global discipleship, and pioneer outreach. ([www.cbmin.org](http://www.cbmin.org))

### GENERAL DESCRIPTION

The General Secretary of Canadian Baptist Ministries, appointed by the Board of Directors, serves as Chief Executive Officer, gives visionary leadership to the national and international mission and ministries of CBM. Accountable to the Board, the General Secretary is responsible for the interpretation and implementation of the policies established by the Board within CBM's governance framework, in order to meet the strategic purposes and outcomes of the organization.

### SPECIFIC RESPONSIBILITIES

#### Strategic Leadership:

- Leads the development and implementation of strategic and operational plans and initiatives to realize the vision and accomplish the missional outcomes of the organization.
- Ensures that the vision and missional outcomes of CBM are faithfully and regularly communicated to staff.
- Provides energetic and passionate leadership to the executive staff, the various partners, constituents and stakeholders, Baptist churches and donor community, in order to reach the organization's vision, mission and goals.
- Establishes priorities and directs senior leadership and staff to achieve strategic outcomes.
- Builds a management team and relationships with partners based on a spirit of cooperation, collegiality, mutual respect and trust.

#### Constituent and Partner Relations

- Facilitates the identification, development, and ongoing effectiveness of partnerships nationally and internationally.
- Provides information and counsel and strategic knowledge to support the Board in its governance role.
- Determines key networks, alliances and partnerships, both in Canada and internationally, through which the organization serves its Baptist, evangelical and Christian witness. (e.g., BWA, EFC, etc).
- Directs the organization's interests within the Canadian Baptist family of denominations, agencies, institutions and affiliate groups.

#### Fiduciary Coordination

- Leads the organization's staff in careful stewardship and provides the fiscal discipline necessary to keep the organization on a strong financial footing.
- Establishes and maintains sound financial management practices so that the organizations' assets, both tangible and intangible, are protected.
- Oversees the development of fund-raising strategies and donor-base expansion, and works with the staff to raise revenues to meet the annual budget.

#### Personnel and Recruitment

- Recruits and retains competent and qualified key leaders and other personnel both in Canada and internationally to help accomplish the organization's mission, vision and goals.
- Ensures that the organization operates within the criteria of prudent, ethical behavior determined by the Board, in accordance with Christian principles as outlined in our statutes, bylaws and Lifestyle Agreement.
- Ensure a work environment in which staff can grow and develop professionally to maximize their contribution to the organization and its goals.
- Ensures respectful treatment of constituents and ministry partners.

## KNOWLEDGE, SKILLS AND ABILITIES

- Master's level degree, preferably in theological education. Doctoral degree an advantage.
- Solid experience in lay or pastoral ministry settings
- Solid understanding of, and experience in, current missiological issues
- Clear understanding of Canadian Baptist life
- Strong commitment to facilitating and enabling the local church to grow in integral mission and global discipleship
- Able to present a compelling vision of CBM's mission, values, and goals in church and denominational settings
- Experience & leadership in at least one of CBM's strategic drivers
- Demonstrated understanding of complexities and sensitivities involved in cross cultural ministry
- Prior involvement in international ministry, preferably having lived in another country.
- Demonstrated leadership in a complex and changing environment
- Proven management skills in team setting including basic financial analysis
- Well-established ability to network and build effective working relationships with a wide range of stakeholders including staff, churches, educational institutions, national partners, etc.
- Excellence in team building and relational skills required to navigate complex working relationships
- Fundraising ability and experience, preferably with major donors
- Strong written and verbal communication skills including public speaking, writing for publications; fluency in second language preferred
- Appreciation of and ability to lead in ecumenical and inter-organizational relations
- An active, or willing to be an active, member in a Canadian Baptist church
- Willing and able to travel extensively nationally and internationally

## PERSONAL CHARACTERISTICS

- Must accept CBM's Core Values (see [www.cbmin.org](http://www.cbmin.org))
- Willing to sign CBM's Lifestyle Agreement and Child Protection policy
- Committed to growing in relationship with God; engaged in personal spiritual disciplines
- Integrity- grounded in own identity
- Ability to motivate
- Humility – teachable, a listener
- Team player - shares decision-making as appropriate
- Adaptability – flexible, sense of adventure
- Genuine enjoyment of people and different cultures

Interested candidates please submit a cover letter and resume:

By email to [gssearch@cbmin.org](mailto:gssearch@cbmin.org), or  
By mail to CBM BOARD PRESIDENT  
20 Wildwood Place  
Waterloo ON M2L 4B1

Resumes will be received until March 30 or until suitable candidate is found.  
Only candidates selected for interview will be contacted.

Inquiries may also be directed to [gssearch@cbmin.org](mailto:gssearch@cbmin.org)