

**JOB TITLE**

Executive Director

LOCATION

Office: Burlington, Ontario

Remote Work Possible

HOURS OF WORK

40 Hrs per week. Evening and weekend work as required.

SALARY

\$120,000-\$150,000

BENEFITS

Health and Dental Plan

Vacation

Employers matching pension contribution up to 5%

CLOSING DATE

September 15, 2026

Interested Applicants send CV to: tara.hutchison@watoto.com

DUTIES AND RESPONSIBILITIES***Qualifications and Core Competencies***

The successful candidate will demonstrate:

- Proven senior leadership and management experience, preferably within the charitable or non-profit sector.
- Experience developing and implementing strategic plans aligned with Ministry's mission and values.
- Demonstrated success in fundraising, revenue generation, donor engagement, and stewardship.
- Experience managing budgets, financial resources, and organizational performance.
- Strong relationship-building skills with donors, churches, community partners, businesses, and other stakeholders.
- Excellent verbal, written, and interpersonal communication skills.
- Strong analytical, problem-solving, and decision-making abilities.
- Ability to prioritize effectively, manage multiple responsibilities, and delegate appropriately.
- Experience leading and supporting small teams.
- Flexibility and adaptability in a dynamic work environment.

Key Responsibilities***Leadership and Strategic Direction***

Watoto

- Accountable to the Board of Directors and works with the International Director to ensure vision and agreed upon objectives are met.
- Provide Christ-centred leadership that reflects the mission, values, and Statement of Faith of Watoto Childcare Ministries and Watoto Church.
- Lead the development and implementation of short-, medium-, and long-term strategic plans in consultation with the Board of Directors.
- Support the Board in achieving ministry objectives and fulfilling its governance responsibilities.
- Foster a culture of excellence, collaboration, accountability, and servant leadership.
- Work closely with the International Director and Board to ensure resources are effectively managed in support of ministry priorities.
- Increase the visibility and impact of Watoto Canada through strategic communications, public relations, media engagement, and community outreach.
- Represent Watoto Canada at fundraising events, church engagements, conferences, and other public opportunities.
- Cultivate and strengthen relationships with key stakeholders across Canada.

Governance, Compliance, and Risk Management

- Support the Board by providing accurate, timely, and relevant information to assist decision-making.
- Ensure compliance with applicable federal and provincial legislation, Canada Revenue Agency (CRA) requirements for registered charities, and ministry policies.
- Advise the Board on governance best practices, regulatory requirements, and ministry risk management.
- Ensure the ministry maintains sound operational and financial controls.
- Promote ethical conduct and accountability throughout the ministry.

Fundraising and Revenue Development

- Lead the development and execution of fundraising strategies that support sustainable ministry growth.
- Cultivate and maintain relationships with individual donors, churches, foundations, businesses, and community partners.
- Develop and diversify revenue streams to strengthen long-term financial sustainability.
- Ensure appropriate stewardship and management of both restricted and unrestricted funds.
- Monitor fundraising performance and identify opportunities for growth and innovation.
- Collaborate with supporters and stakeholders to advance Watoto Canada's mission and impact.

Financial Leadership and Stewardship

- Provide oversight of ministry budgeting, forecasting, and financial planning processes.
- Accountable to the Board and International Director to ensure responsible financial management and reporting.
- Monitor ministry financial performance and ensure resources are allocated effectively.
- Participate actively in financial reporting and budget review processes.

Operations and People Leadership



- Ensure ministry policies, procedures, and practices remain current and effective.
- Foster a positive, inclusive, and mission-focused workplace culture.
- Provide leadership, coaching, and support to staff and volunteers.
- Ensure performance measures and ministry data are collected and reported regularly to the Board.
- Oversee quality assurance and stakeholder experience initiatives for sponsors, donors, and supporters.
- Ensure compliance with occupational health and safety requirements, safeguarding policies, and other applicable regulations.
- Maintain a safe, respectful, and flexible work environment for employees and volunteers.

Faith Commitment

The Executive Director is expected to demonstrate a personal commitment to the Christian faith and to live in a manner consistent with the teachings of Jesus Christ. The successful candidate must be able to affirm and support the mission, values, and Statement of Faith of Watoto Childcare Ministries and Watoto Church Uganda and serve as a Christian ambassador for the ministry in Canada.