



**Society of Saint Vincent de Paul
Edmonton Central Council**

**Opportunity Profile
Executive Director**

About the Society of Saint Vincent de Paul

Founded in Paris in 1833 by Frédéric Ozanam and his friends, the Society of Saint Vincent de Paul (SSVP/Society) is a worldwide organization of lay Christians. As a Catholic society, it is open to all those who desire to do good work in love and service of their neighbour.

Under the patronage of Saint Vincent de Paul, the organization draws its inspiration from his thoughts and his works. Over 13,000 members in Canada strive, in a spirit of justice, charity, mutual help, solidarity with the poor, and through personal commitment, to ease the hardships of those who suffer. In Canada alone, the SSVP helps more than 350,000 people each year. The Society provides material support in the form of food vouchers, non-perishable food, clothes, household items and furniture to individuals and families across the country. Whether in their homes, on the street, in shelters, in hospitals or in prison settings, the work knows no boundaries. The Society also supports refugees, immigrants, and northern Canadian communities.

About the Society of Saint Vincent de Paul Edmonton Central Council (SSVP ECC):

The Society of Saint Vincent de Paul (SSVP) began in Edmonton with a small group of people who recognized the needs of their neighbours and decided to offer practical assistance. Today, the Edmonton Central Council comprises 20 local conferences, each associated with a Catholic parish in the metropolitan Edmonton area, as well as Red Deer, Vegreville, and Drayton Valley. Home visitors from each conference serve anyone who needs a helping hand securing the essentials of a dignified life: food, shelter, furnishings, housewares, clothing, transit tickets, or emergency help with rent or utility bills, where possible. Perhaps just as important, they offer a hand of friendship and a listening ear to anyone who seeks our help, regardless of race, colour, creed or any personal circumstance. Society members, or Vincentians, offer their time, talents, and love in many ways. Individual conferences have their own special projects, according to local needs. In 2024, more than 600 individual Vincentians, under the governance of the Edmonton Central Council, served nearly 15,000 people in need – including over 6,000 children. We finance our service by raising monetary donations, seeking grants from various sources, holding charity sales, and selling vintage items and collectables through our retail store, Vinnies Treasure Shoppe.

To learn more, visit www.ssvpedmonton.ca

The Role: Executive Director

The Executive Director (ED) reports directly to the President and Chair of the Board of the Society of Saint Vincent de Paul (SSVP) Edmonton Central Council. As a newly established role, the ED will play a pivotal leadership part in advancing the organization's mission and supporting its continued impact across Alberta and beyond. Working closely with the President, the ED will be responsible for guiding the organization's strategic direction, promoting its initiatives, and ensuring its programs effectively serve individuals and families in need.

Key Responsibilities

With both a strategic and operational focus, the ED, through an innovative, progressive approach, will understand, direct, execute, and communicate the value of the Society to many communities, both Catholic and not. Using exceptional communication, problem-solving and decision-making skills, the ED will efficiently execute while leading and engaging a small team of internal resources, a diverse and dispersed group of volunteers/members, external partners, and a variety of stakeholders. The ED will exhibit strong resiliency while navigating through the unknown, charting and executing a path forward and be comfortable facilitating conversations and collaborating with people from various backgrounds to find creative and innovative solutions to advance the work of the organization.

Primary accountabilities include:

Leadership

- Work under the direction of the President and with the other members of the executive to define and execute the strategic vision and operational plan for the SSVP ECC as approved by the Board.
- Work with the President and others to liaise with and support the needs of the local Councils and Conferences (first priority), and the Western Region and National organizations (second priority).
- Work with the President, the Spiritual Advisor, and others to assist in the spirituality of the organization.
- As approved by the Board, work with the President to execute the business and operational plans by working collaboratively and communicating effectively with the Board, internal resources, volunteers, Catholic Church representatives, government representatives and other stakeholders.

Fundraising

- Work with the President to develop and meet fundraising and resource mobilization targets and strategies to meet the needs of the organization.

Communication and Public Relations

- Identify innovative opportunities to encourage greater integration and visibility of programs and activities.

- Supervise the production of key documents such as minutes of meetings, newsletters, and promotional materials.

Human Relations and Organizational Growth

- Work with the President and the Executive to recruit volunteers for key operational positions.
- Work within a complex set of relationships to support our volunteers, and to actively engage to increase our volunteer community.
- Supervise administrative staff and contractors as may be hired from time to time.
- Negotiate agreements and further relevant partnerships with partners (such as, for example the Church of Jesus Christ of Latter Day Saints, the Chinese Lions Club, and The Edmonton Food Bank) donors, and stakeholders (the Councils and Conferences).
- Provide information and advice to the Board and its committees to facilitate effective Board governance and stewardship.
- Provide executive direction to the SSVP ECC administrative responsibilities and functions, including the development of policies, programs, financial controls, standards, and regulatory functions; evaluate the policies, programs, and structure of the SSVP ECC.
- Provide executive oversight of the financial and budgetary functions.
- Establish systems and metrics to report the SSVP ECC's progress towards short- and long-term goals; communicate results to stakeholders, partners, and the public to facilitate assessment/improvement of the organization's performance.
- Manage and develop relations with media and clients to build support for the SSVP ECC's mandate among related organizations, stakeholders, and the public; serve as official spokesperson for the SSVP ECC as determined by the President.
- Coordinate communications with conference presidents, membership, and the community.
- Work jointly with representatives of related organizations and committees to manage the evaluation, development, approval, and implementation of activities, including sourcing and securing SSVP ECC funding

The Person

This newly created position offers a rewarding opportunity to play a pivotal leadership role in shaping the future of the Society of Saint Vincent de Paul Edmonton Central Council (SSVP ECC). The Executive Director will help chart a forward-looking path that ensures the organization and its constituent parts can continue delivering meaningful support to Albertans—and beyond—who are in need.

Working to advance and promote the organization, the successful candidate will bring the following qualifications and attributes:

Education

- An undergraduate degree in a relevant field, combined with applicable lived experience.

Experience

- Progressively senior leadership experience within the not-for-profit sector, ideally in managing people and programs for a charitable organization.
- Proven success in planning and executing strategic priorities, including influencing approaches and methodologies across both private and public sectors.
- Demonstrated experience working effectively with a Board of Directors, with a solid understanding of governance principles and best practices for executive Board support.
- Advanced digital literacy and proficiency in administering online platforms and tools that support organizational operations and collaboration.

Competencies:

- Honed organization and project management ability to determine and advance strategic priorities.
- Exemplary listening and persuasive communication style to influence and facilitate engagement and outcomes.
- Flexible, informed, and quick to assess and provide direction around challenges and opportunities.
- Positively influence and lead others to achieve results that are in the best interest of the organization; exhibits a coaching mentality.
- Action-oriented; deals with situations and issues proactively, seizing opportunities that arise.
- Highly accountable and results-oriented while creating a common purpose and direction; in-depth understanding of financial management.
- Innovative and continuously embraces a ‘what’s possible’ mode of thinking; challenges the status quo and encourages responsible risk-taking.
- Consensus builder: influence, negotiate, and creatively manage issues to resolution.
- Effectively prioritizes tasks and projects while transparently communicating priorities.

- Strong integrator to facilitate cross-functional effectiveness.
- Knowledge of, or familiarity with, the local Catholic Community is an asset. The ED must be willing to support the Mission and Values of SSVP. In particular, it is expected that the ED will become familiar with and support the policies, procedures, and norms of SSVP ECC and be respectful of the traditions of SSVP ECC.
- SSVP ECC operates almost exclusively with volunteer efforts. SSVP ECC is fortunate to benefit from a core group of highly qualified and deeply committed volunteers. As such, experience in working with dedicated, purposeful and engaged volunteers is an asset.
- Fluency in spoken and written English is required. Fluency in French or other languages is an asset.

Compensation

A competitive compensation package, in alignment with the skills and competencies of the successful candidate, that includes flexible work/life policies, professional development and benefits will be provided. Further details will be discussed in a personal interview.

Express Your Enthusiasm

Please email a compelling cover letter and a tailored resume (in PDF or Word document format only) to Cameron Geldart at apply@leadersinternational.com, including the job title in the subject line of the email.

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