



CMF Chief Executive Officer Job Description

We are looking for an experienced person to assume the duties of a part-time Chief Executive Officer for the Canadian Multifaith Federation. You will be the figurative head of the organization, responsible for the management of staff, carrying out and oversight of administrative duties, and sound financial operation of the organization. You will have strong communication skills, excellent detail-oriented and organizational skills, the ability to make informed decisions and form good interpersonal relationships, as well as cultivating relationships with potential clients and members. In addition, you will possess proven experience in contract negotiations and a willingness to take calculated risks. Task delegation and prioritization skills are a necessity. Applications are invited from CMF board members as well as other interested persons. Please note that under current CRA laws, elected or appointed officers of an organization may be compensated for services rendered.

Duties include:

- managing the chaplaincy contract with ten Toronto Long Term Care facilities (hiring, interviewing, job assessments, scheduling, etc.)
- oversight of the daily operation of the CMF office including staff (Project Developer, Chief Information Officer)
- dealing with multifaith matters as they arise
- managing the organization's assets and liabilities; ensuring accounts receivable and expenditures are accurate; providing regular financial reports to the board
- reporting to the board on a regular basis
- IT/Website duties as required
- leading the ideation, planning and implementation of new and long-term business strategies, including setting strategic goals and ensuring goals are measurable
- be a "Rainmaker", i.e., to leverage the position and influential role to develop a business plan for increased visibility at the national level

Salary Range - \$35-\$50K

Please send applications to kevin.rogers@paoc.org by October 6th, 2022