



## Director of The Common Table

### Who We Are

The Common Table at the Church of the Redeemer is dedicated to fostering dignity, equity, and community for individuals experiencing homelessness or marginalization. We connect with 100 to 140 people each day, through meals and the meeting of other basic physical necessities. Even more significantly, we offer a place of peace, where stories are shared, voices are heard, and relationships are established. For more information, visit [The Common Table](#).

### Description of the Role

As the Director of The Common Table, you will oversee The Common Table program, ensuring services such as meals, outreach, health care access, and social supports meet the needs of our guests. Your interpersonal skills will engage and motivate volunteers, donors and interested parties both within and outside the organization. By cultivating a broad spectrum of relationships, you will develop and implement the fundraising strategy to enhance program sustainability, strengthen partnerships, and engage interested parties to address the complex challenges faced by those we serve.

To excel in this role, you will need the skills to lead a diverse group of paid staff and volunteers, while engaging with marginalized individuals (our guests at The Common Table) in a patient and compassionate manner. You will receive direction from the Incumbent and will be supported by The Common Table Fundraising Committee, with regular liaison with The Church of the Redeemer Property Manager and Bookkeeper. The role is expected to provide an onsite presence with some flexibility for virtual work, in consultation with management.

### What You Will Get to Do

#### **Strategic Planning**

- Identify communities at risk in the church neighborhood, and with the guidance of the Incumbent, Advisory Board and Board of Management, create responses to those needs in line with the goals and purposes of The Common Table.

- Develop and implement the strategic plan, including the annual budget for the Common Table. Provide written progress reports for various audiences, including but not limited to The Advisory Board and Board of Management, and The Fundraising Committee.

### **Fundraising for Sustainability**

- With the guidance of The Common Table Fundraising Committee, develop and implement a fundraising strategy for ongoing sustainability of the program, whereby the net income reaches yearly budget targets.
- Identify and cultivate relationships with potential donors, sponsors and grant-making organizations.
- Perform outreach efforts to connect with local businesses interested in the cause and seek out gifts-in-kind and alternative funding sources.
- Ensure donors and volunteers are recognized by organizing thank you letters and newsletters and by attending annual volunteer recognition events.

### **Common Table Program Oversight**

- Lead Common Table staff meetings and provide individual meetings with each staff member to clarify roles and achieve outcomes.
- Supervise staff and volunteers by assigning a schedule of duties and ensuring these are accomplished in accordance with The Common Table standards and policies.
- Provide managerial oversight to staff, assessing performance, recommending hiring, termination and salary adjustments to the Incumbent, in compliance with human resource policies.
- Orient and encourage volunteers (after screening by the Volunteer Coordinator).
- Engage actively with day-to-day programming and be aware of community shifts and trends.
- Set internal drop-in policies defining acceptable behaviour.
- In the event of a difficult confrontation with a guest, use de-escalation techniques to calm the individual and encourage staff and volunteers to do so as well.

### **Church of the Redeemer and Community Relations**

- Attend The Church of the Redeemer weekly staff meetings and meet with the incumbent for planning and direction.
- Engage with The Church of the Redeemer congregation as opportunities arise.

- Attend Bloor Yorkville Business Improvement Association meetings and liaise with resident associations.
- Engage with local businesses and politicians to develop healthy relationships and promote understanding and compassion for at-risk individuals.

#### **Administrative Duties**

- Manage daily tasks such as balancing petty cash, scheduling room bookings, and assisting with gift-in-kind donations, ordering supplies and equipment as needed.

## Required Experience and Qualifications

- Demonstrated recent expertise and experience in fundraising and partnership development, applied skillfully to foster growth and ensure long term sustainability.
- Post secondary education in a relevant field such as Social Work.
- Demonstrated experience developing and executing strategic plans in a not-for-profit setting.
- Minimum 5 years of experience working frontline with vulnerable person groups.
- Minimum 3 years of experience in program management.
- Minimum 3 years of experience supervising staff.
- Recent de-escalation training.
- Experience working with committees and volunteers in a not-for profit or community outreach setting.
- Resourcefulness and strong problem-solving skills.
- Excellent oral and written communication skills.
- Strong leadership and organizational skills.

**Employment Type** Full-time, 35 hours/week, Permanent. Must be available to work onsite at The Church of the Redeemer. Must be eligible to work in Canada.

**Staff Benefits** The opportunity to work with a committed team of staff and volunteers who are passionate about the work of our organization and where you will experience our impact in the community through The Common Table. This position is eligible for employee benefits coverage, including health, dental, and pension. 4 weeks' vacation annually, and all statutory holidays. 10 paid sick days. Ongoing professional development is expected and will be supported.

**Salary** The salary range for this role is \$65,000 - \$70,000, based on qualifications and experience.

**Our Commitment to Inclusive Hiring Practices** We encourage you to apply even if your experience doesn't perfectly align with every qualification listed. We are looking for individuals who are eager to

learn and grow with us. The members of our community are from a variety of backgrounds. Everyone is welcome. When requested, The Church of the Redeemer will provide access and inclusion supports to eligible candidates to support their full engagement during the interview and assessment process. Information received related to access or inclusion will be addressed confidentially.

**Application Process** To apply for this position, forward your application to [AdvisoryBoard@theredeemer.ca](mailto:AdvisoryBoard@theredeemer.ca) . Only those applicants selected for an interview will be contacted. In accordance with our hiring policy, employment at The Church of the Redeemer is conditional upon the receipt of all necessary documentation, including a Police Record Check.