

## **Regional Manager, Atlantic Canada**

**Position Term: Full-time, permanent**

### **Summary:**

The vision of Prison Fellowship Canada (PFC) is to be a national community of reconciliation and restoration to prisoners, ex-prisoners, their families and victims based on the life and teachings of Jesus Christ. PFC's mission is to prepare and mobilize the Canadian Christian community in response to the issue of crime and the restoration of offenders. As an organization, we share a deep faith in Jesus and wholly believe in His transformative power to heal broken lives.

### **The Opportunity:**

As a member of the national staff team at PFC, the Regional Manager is responsible for executing the established goals and timelines of PFC's strategic plan for New Brunswick, Nova Scotia, Prince Edward Island, and Newfoundland. This includes developing and deepening strategic relationships with local churches and community organizations in order to mobilize teams who will facilitate PFC core programming throughout the region. The Regional Manager will also be responsible for cultivating a base of new and existing financial partners in order to achieve regional fundraising targets for PFC.

### **Qualifications & Experience:**

- Mature and authentic follower of Jesus Christ with a lifestyle demonstrating consistent Christ-like character and growth
- Committed to and actively participating in a local Christian church community, and in full agreement with PFC's statement of faith, vision, mission and values
- Passionate about serving the marginalized, and a heart for prison ministry
- Proven track record of developing strategic relationships and partnerships
- Experience or expertise in fundraising that yielded strong results is an asset; willingness is essential
- Excellent verbal and written communication skills, with the ability to effectively communicate to a wide range of audiences
- Self-starter, goal-oriented, disciplined and able to work both independently and as part of team
- Ability to work in a variety of applications, including CRM database and desktop applications
- Strong administrative skills, and willingness to do clerical work for the Region as needed
- Respect and appreciation for the diversity of Christian faith traditions represented within PFC's network of ministry partners
- A resident of Moncton is preferred

## Key Duties & Responsibilities

### 1. Ministry Development

- Form and participate regularly in a prayer team for the region
- Complete regular assessments of PFC ministry within the region
- Develop PFC's programming through church partners, chaplains and financial partners, and identify opportunities for further growth and development
- Participate in the ministry of PFC on a regular basis (max 2 hours per week), working with either prisoners or ex-prisoners
- Collaborate with the Program Team to deepen engagement of PFC in-prison core programming through local church partners in federal and provincial institutions throughout the region
- Enlist program leaders from local church partners to launch Bridgecare teams in the key cities identified by PFC throughout the region.
- Facilitate PFC's Angel Tree Christmas and Camping programs
- Meet regularly with supervisor and other staff to review activities and progress toward established strategic targets and timelines

### 2. Fundraising & Administration

- Collaborate with the Development Team to achieve annual regional fundraising targets for PFC, by identifying and prospecting new sources of revenue for PFC, deepening existing relationships with financial partners, hosting events, and other strategies determined by the fundraising team.
- Implement PFC's national communication strategy, and provide regular quantitative and qualitative reporting on the impact and development of PFC's ministry throughout the region.
- Attend major donor meetings with PFC's President & CEO as required.
- Manage expenses within established regional budget, and submit reports for expenses and within the region
- Regularly update PFC's Customer Relationship Management (CRM) database to ensure accuracy of the various stakeholders, and to provide information on all activities completed and upcoming
- PFC is a small to medium sized ministry and the staff work well together as a team. The candidate for this position must be willing to learn a variety of tasks of the ministry, be willing to operate outside the role description as required, and carry out additional duties as assigned

Please submit a cover letter and resume outlining your Christian faith journey, ministry calling and relevant experience to [info@prisonfellowship.ca](mailto:info@prisonfellowship.ca). Only qualified candidates will be contacted. Qualified candidates must be able to demonstrate a commitment to the vision, mission and values of Prison Fellowship Canada, and will be required to pass a police background check.