



**ELORA ROAD**  
CHRISTIAN FELLOWSHIP



# Opportunity Profile

EXECUTIVE DIRECTOR  
ELORA ROAD CHRISTIAN FELLOWSHIP

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NELSON/KRAFT  
AND ASSOCIATES

# EXECUTIVE SUMMARY

Elora Road Christian Fellowship (ERCF) is searching for an Executive Director!

The Executive Director is the senior operational leader for ERCF, responsible for the business, financial, administrative, and systems functions that enable ministry to flourish. This role is intentionally operational—not pastoral—and exists to strengthen the infrastructure, stewardship, and organizational effectiveness of ERCF's multi-entity ministry.

Working in close partnership with the Lead Pastor & CEO and key ministry leaders, the Executive Director provides leadership in financial management, human resources, facilities, technology, compliance, and process improvement. By building healthy systems and ensuring faithful stewardship, the Executive Director helps ERCF focus its energy on spiritual ministry, discipleship, and community impact.

The Executive Director is a servant leader who brings operational excellence, integrity, and sound judgment, translating vision into actionable plans, resourcing teams, and ensuring that staff and volunteers are supported by clear processes, reliable information, and safe, well-managed environments.

If you are a seasoned and relational operations leader with a heart for church ministry, we would love to hear from you.







# ABOUT US

Elora Road Christian Fellowship (ERCF) is a vibrant, multi-generational Christian community committed to expressing the unconditional love of Jesus and helping people grow in faith and love. Rooted in a Christ-centred, evangelical understanding of Scripture, ERCF exists to make disciples, nurture spiritual formation, and bring hope to its surrounding communities.

Guided by core commitments—People Matter, Knowing God Is Our Calling, Faith Is a Journey, Community Is Our Culture, and We Are Called to Serve—ERCF expresses its mission through worship, discipleship, community engagement, education, and compassionate outreach.

As a multi-entity ministry, ERCF includes:

- Elora Road Christian Fellowship Church
- Elora Road Christian School (ERCS)
- Elora House

United by the vision of “Growing in faith and love, bringing hope to our community,” ERCF forms a welcoming and transformational environment for people to encounter Jesus and grow in Him.



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## OUR MISSION

Growing in faith and love, bringing hope to our community

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## OUR VISION

Expressing the unconditional love of Jesus to everyone

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## OUR VALUES

- People Matter (Reach)
- Knowing God is Our Calling (Worship)
- Faith is a Journey (Equip)
- Community is Our Culture (Connect)
- We are Called to Serve (Serve)



# KEY RESPONSIBILITIES

## Operational Leadership & Systems

- Provide overall leadership for ERCF's operational functions, ensuring consistency, clarity, and continuous improvement across the organization.
- Build and maintain operational systems, policies, and procedures that support staff, volunteers, and ministry effectiveness.
- Identify operational risks, bottlenecks, and gaps; recommend solutions that improve clarity, efficiency, and accountability.
- Develop dashboards and reporting rhythms that help leaders make informed decisions and track key operational metrics.
- Lead cross-functional planning for high-impact seasons (e.g., ministry year rhythms, events, enrollment cycles, facility demands).



## Financial Stewardship & Reporting

- Ensure strong financial management and stewardship practices that support ERCF's mission and long-term sustainability.
- Lead annual budgeting, forecasting, and financial planning across ERCF entities in collaboration with the Lead Pastor & CEO and relevant leaders.





- Oversee monthly financial reporting, variance analysis, cash-flow monitoring, and recommended actions to remain within approved budgets.
- Strengthen internal controls, documentation, and financial processes to ensure integrity, accuracy, and transparency.
- Coordinate year-end processes, audits/reviews, charitable reporting, and relationships with external accountants as applicable.
- Support stewardship initiatives through clear communication and reliable data (in partnership with ministry leadership).



## Human Resources & People Operations

- Provide HR leadership that supports a healthy, compliant, and mission-aligned workplace culture.
- Oversee HR systems and practices including onboarding, documentation, performance rhythms, and staff care processes.
- Maintain and improve policies and employee documentation in alignment with legal requirements and ERCF's values.
- Support hiring processes, compensation/benefits administration, and professional development planning in coordination with the Lead Pastor & CEO.
- Promote a culture of clarity, confidentiality, integrity, and excellence in how people are supported and managed.



## Facilities, Safety & Risk Management

- Ensure ERCF's buildings, grounds, and physical environments are safe, welcoming, and well stewarded.

- Oversee facilities maintenance, capital repairs, vendor relationships, and preventive maintenance planning.
- Manage insurance coverage, safety protocols, incident reporting, and risk mitigation practices.
- Coordinate facility usage planning to support weekend services, school operations, and community/outreach programming.
- Lead facility-related projects (renovations, upgrades, accessibility improvements) including budgeting and vendor oversight.

### **Technology, Information Systems & Administration**

- Provide leadership for core administrative and technology systems that support communication, coordination, and data integrity.
- Oversee IT systems, vendors, security practices, and technology planning (including digital tools used for administration and operations).
- Strengthen administrative processes, calendars, documentation, and internal communication workflows.
- Ensure appropriate data management practices and privacy/confidentiality standards are in place.

### **Governance Support, Compliance & Organizational Integrity**

- Support strong governance and compliance practices that reinforce trust and accountability.
- Prepare operational reports and analysis for the Lead Pastor & CEO and ERCF Board/Treasurer as required.
- Ensure compliance with relevant legal, regulatory, and charitable requirements in partnership with external professionals as needed.
- Support policy implementation and documentation, ensuring practices align with board-approved direction and organizational standards.

# QUALIFICATIONS & CHARACTER

- Commitment to Christ and alignment with ERCF's mission, values, and faith-based ethos.
- Bachelor's degree in business administration, organizational leadership, non-profit management, finance, human resources, or a related field, preferred.
- 5-10 years of progressively responsible leadership experience in finance, operations, administration, business, or organizational management (non-profit or multi-site/multi-entity settings, preferred). Church or faith-based organizational experience, an asset.
- Strong financial acumen: budgeting, forecasting, reporting, and internal controls.
- Working knowledge of HR practices, compliance, and people operations; ability to handle sensitive matters with discretion.
- Experience overseeing facilities, vendors, contracts, and risk/insurance considerations.
- Systems-thinking mindset with demonstrated ability to improve processes, implement tools, and increase organizational effectiveness.
- Excellent communication skills; ability to translate complex operational information into clear recommendations.
- High integrity, reliability, professionalism, and detail orientation.
- Collaborative, service-minded leadership style that supports ministry teams without becoming pastoral in function.



# OUR SEARCH TEAM



**JEFF PITCHFORD**  
LEADING THE SEARCH

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.

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647.409.2922



**MATT ROBBERSTAD**  
SUPPORTING THE SEARCH

Matt is an accomplished Talent Acquisition Manager with a strong background in the non-profit sector. With over a decade of leadership experience in recruitment and retention, he has a proven record of success. Matt has effectively managed end-to-end recruitment processes for a wide range of positions at Christian Horizons, a major faith-based developmental service organization in Canada. His extensive expertise in recruitment and selection enables him to identify the ideal candidates for various organizational roles.

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613.355.1412



**JENNIFER HILL**  
SUPPORTING THE SEARCH

Jennifer is a Certified Human Resources Professional (CHRP) and a member of Canada's largest HR regulatory body, the Human Resources Professionals Association. Jennifer holds a Master's degree in Human Resources Management and the Certificate in Advanced Human Resources Law for Senior HR Executives from Osgoode Hall Law School. Jennifer has a passion for helping organizations thrive. In consultation with your organization, she will develop HR policies and practices and recommend initiatives that contribute to a motivated, committed and productive team.

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519.871.3474

# ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline and details for this search:

**Location:** Guelph, ON

**Application Deadline:** open until a suitable candidate is found

**Start Date:** TBD

**Salary Range:** \$65,000 - \$75,000

This is a new position

## HOW TO APPLY

**Apply online at [nelsonandkraft.com/jobs](https://nelsonandkraft.com/jobs) with your cover letter and resume. You must be eligible to work in Canada.**

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.