

Executive Director (Full-Time)

Location: Pathway Church, Peterborough, Ontario

Start Date: November 1, 2026

Salary: 60,000 - 80,000 annually, plus benefits

Application Deadline: Until filled

About the Role

Pathway Church is seeking the right candidate to serve as a full-time **Executive Director**. This is a senior leadership position responsible for overseeing the administrative, financial, and operational aspects of the church. This individual will work closely with the lead pastor, staff, and our Board of Directors to implement vision, manage budgets, supervise staff, and ensure that daily operations run smoothly. This role will include human resources, facilities management, compliance, and strategic planning, allowing our pastors to focus on spiritual leadership. The Executive Director will act as a bridge between the ministry and business sides of church operations.

Key Responsibilities

Organizational Leadership

- Oversee the church's business operations, administrative functions, and organizational systems.
- Serve as the primary operational liaison to the Board of Directors, providing reports, recommendations, and information to support decision-making.
- Develop effective policies, procedures, and practical solutions to operational challenges.
- Help create and implement a leadership development framework.

Human Resources & Staff Leadership

- Provide leadership, support, and oversight to church staff, fostering a healthy, accountable, and professional workplace.
- Oversee recruitment, onboarding, employment agreements, compensation, staff transitions, and personnel records.
- Coordinate staff scheduling, leave, timesheets, and consistent application of employment policies.

Financial Management

- Oversee financial administration, payroll, and bookkeeping processes.
- Coordinate annual budgeting and monitor financial performance, cash flow, operating reserves, and new-donor activity.
- Maintain appropriate financial controls and coordinate financial reviews and audits.
- Provide regular financial reports and recommendations to the Board of Directors.

Facilities, Property & Risk Management

- Oversee church buildings, property, equipment, maintenance, repairs, and capital improvements.
- Ensure facilities are safe, well maintained, and ready for ministry and approved uses.
- Manage contractors, vendors, insurance, claims, and risk-management practices.
- Ensure appropriate safety, security, emergency procedures, and regulatory compliance.

Project Management

- Lead operational, organizational, and facility projects from planning through completion.
- Establish project plans, budgets, timelines, and communication processes.
- Coordinate staff, contractors, and external partners to ensure projects are completed.
- Communicate project progress, costs, risks, and next steps to the Board and staff.

Administration, Compliance & External Relationships

- Oversee administrative systems, organizational records, contracts, scheduling, site use, grants, and government programs.
- Monitor compliance with employment, insurance, safety, and other applicable requirements.
- Coordinate with legal, financial, insurance, and human resources professionals as needed.
- Build and maintain effective relationships with vendors, service providers, contractors, community organizations, and other partners.
- Negotiate and manage service agreements within approved authority.

Qualifications

- Minimum 5 years of experience in business, nonprofit, church, or organizational management, with demonstrated leadership and operational oversight.
- Strong knowledge of human resources, financial management, and organizational administration.
- Proven project management skills, including developing and implementing policies, systems, and procedures.
- Excellent organizational, analytical, problem-solving, and decision-making abilities.
- Strong written, verbal, and interpersonal communication skills, with the ability to work effectively with the Board of Directors, staff, volunteers, and external partners.
- Ability to manage multiple priorities while maintaining attention to detail, sound judgment, integrity, discretion, and confidentiality.
- Experience in a church or nonprofit environment is an asset.
- Personal Christian faith and alignment with the values and beliefs of Pathway Church.

What We're Looking For

Our ideal Executive Director is passionate about the local church and eager to use their administrative gifts and leadership abilities to make an eternal impact in our community. We are seeking more than someone to fill a role; we are looking for the right individual to help bring the vision of Pathway Church to life and support its mission for years to come. This individual enjoys building effective systems, solving problems, managing projects, and bringing clarity to complex situations. They are comfortable thinking strategically while also being willing to roll up their sleeves and attend to the details when needed.

Compensation

Salary: 60,000 - 80,000 per year

Benefits: Health and dental plan, RRSP matching, and professional development opportunities.

How to Apply

Please submit your **resume, cover letter, and a brief statement of faith** to: **Nathan Blais** nathan@pathwaylife.com. Applications will be reviewed as received. Only candidates selected for an interview will be contacted. Early applications are encouraged.