

ACT FIVE

Executive Director

Job Description | June 2026

Employment Details

Organization	Act Five Initiatives (Charitable Registration No. 71562 7105 RR0001)
Position Title	Executive Director
Reports To	Board of Directors; primary contact is the Board Chair
Supervises	All Act Five staff, directly or through senior staff
Employment Type	Full-time salaried; exempt from overtime provisions under Ontario ESA
Hours	Hours set at the ED's discretion as required to fulfill the role
Location	75 Blake St., Hamilton, Ontario – in-person
Probationary Period	Three to six months from start date, as specified in the Employment Contract
Start Date	Anticipated late 2026 or early 2027

Position Overview

The Executive Director is the senior organizational leader of Act Five Initiatives, responsible for the overall strategic, operational, financial, and programmatic health of the organization, while providing leadership that shapes culture, advances the organization's vision, nurtures relationships, and enables staff and stakeholders to live out its shared values. Reporting directly to the Board of Directors, the ED serves as Act Five's primary external representative, lead fundraiser, and internal organizational steward.

The ED supervises all staff, either directly or through senior staff, and is accountable to the Board of Directors for fulfilling Act Five's mission and the responsible stewardship of its resources. This is a full-time, in-person, salaried position based at 75 Blake St., Hamilton, Ontario. Given the community-based nature of Act Five's programs, the ED is expected to be an active participant in organizational and community life, not solely an administrative leader.

Key Responsibilities

Vision and Culture

- Uphold and continue to lead the vision, mission, and values of Act Five.
- Protect and model Act Five's five core values and theological identity in all aspects of organizational life.
- Champion Act Five's commitment to a strong, sustainable organizational culture.
- Steward Act Five's ecumenical spirit: belief, not positions; focused on what unites.
- Participate actively in Act Five's community life.

Organizational Leadership

- Supervise, support, and manage (including hire) employees of Act Five.
- Mentor, train, and encourage the professional development of staff, residents, and students, as appropriate.
- Provide clear, steady, and decisive leadership to a team of approximately 7–9 staff.
- Build the organizational infrastructure—systems, role clarity, onboarding processes, and financial planning—appropriate to Act Five's next season.
- Develop the yearly budget and present it to the board for approval.
- Monitor finances and ensure Act Five keeps within the approved budget.
- Oversee financial management, including budget development, financial reporting, and cash flow stewardship.
- Develop leadership team/senior staff; delegate confidently and trust the team.
- Support managers' work in recruitment, daily operations, program oversight, and business administration.
- Oversee organizational communications, marketing, and student recruitment strategy.

Partnership, Fundraising, and Storytelling

- Serve as Act Five's primary fundraiser and lead donor relationship builder.
- Lead and steward capital campaigns and major gift initiatives.
- Build, diversify, and grow Act Five's donor base.
- Manage and grow the organizational grants portfolio.
- Tell Act Five's story compellingly in donor conversations, church settings, conferences, and public forums.
- Steward existing donor relationships with care and relational attentiveness.
- Pursue, foster, and maintain partnerships that further the mission of Act Five.
- Maintain and develop Act Five's key partnerships (local, national, and global).

Program and Mission Stewardship

- Ensure the quality, ongoing development, and growth of Act Five programs and operations, including new initiatives.
- Ensure the Gap Year and Residency programs are delivered with excellence and growing in enrolment and accessibility.
- Guide the strategic direction and sustainability of programs and initiatives.
- Foster partnerships that strengthen and extend Act Five's mission and impact.

Governance and Public Leadership

- Work with the board on Act Five's overall organizational strategy and direction.
- Participate in board meetings and report regularly to the directors regarding the operations of Act Five.
- Facilitate and assist the board in its oversight and leadership of Act Five.
- Partner closely with the Board of Directors on organizational strategy, financial health, and key decisions.
- Provide the board with regular, clear, and candid updates on organizational direction and progress.
- Assist the board in meeting its fiduciary and governance obligations.
- Foster the expression of Act Five's commitment to being a rooted, placed presence in Hamilton's Blakely neighbourhood.
- Represent Act Five in the broader Hamilton community, Christian formation sector, and national conversations about young adult discipleship.

Candidate Requirements

Essential Qualifications

- Genuine Christian faith, deeply integrated and embodied
- Genuine ecumenical sensibility: the ability to welcome a wide range of Christian perspectives without defaulting to a single confessional tradition
- Demonstrated fundraising experience, including relationship-based donor cultivation and solicitation
- Demonstrated organizational leadership experience: managing people, making decisions, and building organizational infrastructure
- Financial literacy: able to read financial statements and connect program and donor outcomes to organizational financial health
- Process orientation: able to build systems and clarify roles in a relational organizational culture
- Genuine warmth for and enjoyment of young adults
- Decisiveness and steadiness, particularly in a transition context

Preferred Qualifications

- MA in theology, M. Ed., or related
- Existing donor network in Christian philanthropic circles, particularly in Southern Ontario
- Experience in nonprofit leadership, faith-sector organizations, or educational settings
- Connection to Hamilton or Southern Ontario
- Experience with capital campaigns or major gift fundraising

Compensation

This is a role with a livable salary, a full benefits package including a defined-benefit pension plan and a natural rhythm that includes genuine rest seasons, wilderness expeditions, and the deep joy of formation work alongside young adults.

Salary	\$90,000–\$110,000
Benefits	Christian Education Health Plan (health, dental, life insurance, disability)
Pension	Christian Education Pension Plan — defined-benefit, employer-matched.
Vacation	20 days paid vacation; minimum 10–15 days during the May–August off-season.
Location	Hamilton, Ontario — full-time, in-person. Southern Ontario connections are a strong asset.
Start Date	Anticipated late 2026 or early 2027; flexible for the right candidate

Faith Requirements

Act Five is a Christian charitable organization whose mission and programs are explicitly grounded in the Christian faith. All employees are required to:

- Uphold Act Five's Statement of Faith (actfive.ca/statement-of-faith)
- Participate in the life of a local church
- Live as disciples of Jesus
- Model patterns of behaviour congruent with Act Five's identity as a Christian community and organization

These requirements are bona fide occupational requirements under the Ontario Human Rights Code. Act Five's faith expectations are directly tied to the execution of all job responsibilities, which require participation in community worship, application of Christian faith to organizational leadership, accountability to Christian communities that support and partner with Act Five, and engagement in activities that embody the holistic witness of the Christian gospel.

Governing Documents

Employment in this position is governed by a formal Employment Contract between the successful candidate and Act Five Initiatives. The Employment Contract addresses terms of employment, termination provisions, notice requirements, and other conditions of employment consistent with the Ontario Employment Standards Act, 2000. This Job Description does not constitute an employment contract.

Act Five is an equal-opportunity employer committed to the principles of inclusion and diversity. All employees are expected to uphold Act Five's Statement of Faith (actfive.ca/statement-of-faith), participate in the life of the local church, and live as disciples of Jesus.