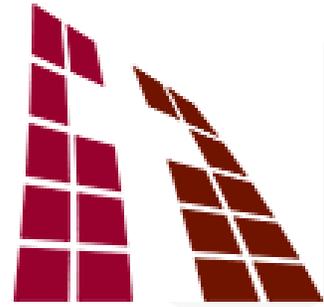


CBWC FOUNDATION

GOD'S RESOURCES TOUCHING LIVES.



<http://cbwcfoundation.ca>

OPPORTUNITY INFORMATION PACKAGE

PRESIDENT

For more information, please contact:

LARRY NELSON | SENIOR ASSOCIATE
Hutchinson Group – Charity Executive Inc.
lnelson@hutchgroup.com
1.604.282.7801

MARK KRAFT | SENIOR ASSOCIATE
Hutchinson Group – Charity Executive Inc.
mkraft@hutchgroup.com
1.778.982.4427

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ESSENCE OF THE OPPORTUNITY

The Canadian Baptists of Western Canada Foundation (“Foundation”) invites applications for a full-time Foundation President. The Foundation is a partner with the Canadian Baptists of Western Canada (“CBWC”), which is a Christ-centered community of churches with a three-fold purpose: Inviting Faith, Acting in Mercy, and Cultivating Leaders. Churches within CBWC span the four western provinces, the Yukon and the Northwest Territories. One hundred eighty-three (183) congregations, plus about 20 church plants, belong to the CBWC, serving about 20,000 members - and many more worshippers - in churches large and small, rural and urban, worshipping God in more than 30 languages. Their affiliates include Carey Theological College - which provides theological education and student housing on the University of British Columbia Campus - summer camps, (Keats Island, BC and Gull Lake Centre, Lacombe, AB) and Beulah Garden Homes, a seniors’ retirement center in Vancouver. The President is responsible for Foundation management activities in support of CBWC and its goals.

The President oversees and manages the development and implementation of programs to steward income from individual contributions, major gifts, bequests, planned giving, and grants. The successful applicant for this position will be a highly-motivated professional with the ability to build and maintain relationships, and have proven financial, analytical, written and public speaking skills. He or she must be able to work a flexible schedule that may require evening and weekend hours. The position requires up to 35% travel time visiting member churches and affiliates. The successful candidate is required to live and manage staff in the Calgary Head Office and attend a CBWC church.



KEY OPPORTUNITIES & CHALLENGES

The assets of the Foundation consist of a \$40,000,000 portfolio of loans and investments owned or managed by the Foundation. The Foundation typically receives donation income in excess of \$500,000 per year and provides grants in excess of \$1,000,000 per year. The President will demonstrate a mature Christian faith and needs to provide strong leadership while building and growing all funds under the Foundation’s responsibility by expanding the financial, banking and investment services that it provides throughout the CBWC constituency and to third parties. The President must maintain excellent working relationships with the various leaders within the CBWC family and will be a key participant in the CBWC leadership team.

The President will be recognized as a stewardship expert within the CBWC community and will be available to present stewardship seminars and workshops within the constituency encouraging participants to live generously and be wise stewards of the resources the Lord has provided them.

ABOUT THE CANADIAN BAPTISTS OF WESTERN CANADA FOUNDATION

The CBWC Foundation (the “Foundation”) is the financial branch of the Canadian Baptists of Western Canada (CBWC), having been in operation for over 30 years. The Foundation’s basic directive is to receive various gifts and manage them for the long-term benefit of the CBWC, and channel them to various ministries of the CBWC. The Foundation facilitates many functions within the CBWC: from administering grants and loans to both churches and ministry students to managing financial assets within the CBWC.

Individuals partner with the CBWC Foundation for various reasons, including:

- ❖ The low administrative costs, ensuring the maximum amount of funds go towards charitable support, and
- ❖ The Foundation’s experience, financial expertise and efficient management costs, which deliver maximum support through to the CBWC charity base.

WHAT IS IMPORTANT TO THEM

PURPOSE

The CBWC Foundation, as the financial branch of the Canadian Baptists of Western Canada, acts as a charity for their charities. It receives various gifts and manages them for the long-term benefit of the CBWC, and channels them to various ministries of the CBWC.

DIRECTIVE

Their aim is to live as stewards of the resources they have been given. They work to pair strong financial policy with a heart to fund kingdom growth across Western Canada. They work closely with their Board and with the CBWC to ensure these goals.

SERVICES

SAVINGS & LOANS

Savings Accounts

Savings accounts are available for individuals, churches and agencies, with current deposit rates, tiered and based on the amount of funds on deposit.

Loans

Loans are available for individuals, churches and agencies. Their non-traditional lending model serves a variety of financing needs.



STEWARDSHIP

Donating Securities

By donating securities, both clients and the CBWC charities benefit by avoiding capital gains taxes while empowering CBWC ministries.

Legacy Planning

Also known as “gift planning,” Legacy Planning allows continued giving and enhanced estate planning goals.



STUDENT GRANTS

Pastoral Upgrade Fund

This fund is intended to encourage *active pastors* to pursue lifelong learning opportunities and provides financial assistance towards ministerial and/or leadership training. Allocations are limited to personnel currently employed in a CBWC affiliated church or ministry.



LKS-Kellough Fund

This specialty fund is allocated only to approved ministerial students in graduate theological studies based on financial need. The financial assistance caps at \$3,500 per calendar year, and up to a maximum of \$10,500 per student for their current educational area.

Eastwood Fund

Active pastors pursuing doctoral studies are encouraged to apply for the Eastwood Fund, which provides financial assistance up to a maximum of \$2,400 in a lifetime.

INVESTMENTS

Investments

- ❖ The Foundation selects, monitors and holds accountable a group of asset managers, each chosen by their specialized skills and market focus. Through continual monitoring of their performance, strategy and tactical allocation, the Foundation believes it will consistently achieve top quartile return over the long-term while at the same time, minimizing inherent market risk.
- ❖ The Foundation allocates their own and clients' assets among these managers in order to optimize returns over time, diversity holdings and style, and create a balanced approach to overall portfolio management that leverages each portfolio manager's core strengths.
- ❖ Via the selected Asset Managers, the Foundation views itself as an "investor" rather than a "market trader," and as such is tuned to the long-term values of discipline, diversification and portfolio risk management.

KEY PEOPLE

MINISTRY TEAM

Ray Chan | Chief Financial Officer (finance and investments)

Christine Reid | VP Operations (savings, loans, donations and education grants)

Bruce Ratzlaff | Investment Consultant

MINISTRY AFFILIATES

Carey Theological College | Institute | Accommodations – Vancouver, BC

Gull Lake Centre – Lacombe, AB

Keats Camps – West Vancouver, BC

Beulah Garden Homes, Vancouver, BC

THE OPPORTUNITY

The CBWC Foundation President, reporting to the CBWC Foundation Board of Directors, serves as the Chief Executive Officer of the CBWC Foundation and is expected to provide strong, servant-based, comprehensive leadership to the organization, as outlined in the responsibilities below. The CBWC Foundation Board of Directors is accountable to the shareholders (Executive Officers and Executive Minister of the CBWC).

MAJOR RESPONSIBILITIES

Strategic Leadership

- ❖ Provide inspirational leadership in building and growing all the funds under the CBWC Foundation's responsibility and expanding the financial, banking, and investment services throughout the CBWC constituency and to other third party entities.
- ❖ Ensure that all CBWC Foundation investments and funds are managed at an acceptable level of risk and that all due diligence requirements are appropriately addressed.
- ❖ Maintain good working relationships with capital providers (i.e. CBWC, church, constituency depositors and third parties).
- ❖ Provide strong collaborative leadership, direction, vision, strategic planning, goal setting, progress monitoring, and evaluation.

Donor Relations and Fund Development

- ❖ Initiate travel and opportunities to meet with church boards in the context of church loans, savings programs, or donations to long-term ministry funds.
- ❖ Be a resource to the churches for stewardship programs and encouraging generous giving within the congregation for the various ministries of the church.
- ❖ Create a capital fundraising service for local churches.
- ❖ Demonstrate enthusiastic support for CBWC ministry programs and initiatives and engage in cooperative dialogue and planning as to how the CBWC Foundation may be a sustainable and growing financial and technical resource.
- ❖ Work productively, positively, and collaboratively with a variety of other parties, including the CBWC Foundation Board, Foundation staff, CBWC Board, CBWC Executive staff, church leaders, pastors and leaders of CBWC agencies, and other third party entities.
- ❖ Identify opportunities to grow the financial health and capabilities of the CBWC family of ministries.

Operations and Administration

- ❖ Direct all Foundation administrative functions, including budgeting, financial management and reporting and policy administration.
- ❖ Ensure the effective recruitment, development, performance and support of Foundation staff and Board.
- ❖ Establish a respectful workplace environment and implement effective and efficient practices for the execution of the Foundation work.
- ❖ Take actions to ensure compliance with the Foundation constitution, bylaws, policies and all other statutory regulatory requirements.
- ❖ Build and maintain a cohesive staff leadership team, while providing leadership in the development of processes for staff supervision and evaluation.
- ❖ Oversee promotional material, website content, and the effective use of technology, in partnership with the CBWC.

Support Board Governance and Direction

- ❖ Develop and propose policies that ensure accountability, transparency and appropriate risk management for the shareholders.
- ❖ Work with, communicate with, and support the effective operations and governance by the Foundation Board.
- ❖ Organize and facilitate regular Foundation Board meetings, committee meetings and special meetings and retreats.

PREFERRED QUALIFICATIONS AND SKILLS

- ❖ Demonstrate mature Christian faith and considerable leadership experience in Christian organizations.
- ❖ Bachelor of Finance, Commerce, or Business Administration and/or considerable years of business/financial experience. Preferred professional designations: personal financial planner, CPA, CLU, CPP.
- ❖ Demonstrate a strong work ethic, be results-oriented, and have a proven track record of successful experience in business planning, processes and operations, preferable in significant financial and/or other corporate sectors.
- ❖ Familiarity with Canadian Charity requirements, practices, and operations.
- ❖ Familiarity and experience in working with and supporting governance boards.
- ❖ Ability to build strategic, trusting relationships.
- ❖ Demonstrate superior interpersonal, verbal, and written communication skills, and be competent in communications technology.

POSITION REQUIREMENTS

- ❖ Live in Calgary and manage staff in the Calgary Head Office.
- ❖ Attend a CBWC church while in the position of President.

OVERVIEW OF SEARCH

ESTIMATED SEARCH TIMELINE

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

Development of the candidate pool: May 2017

Candidate interviews: June 2017

Decision and announcement: by June 30, 2017

ABOUT US

For 30 years, Hutchinson Group has served a diverse group of organizations and our goal is to connect them with the best talent for their needs. Finding the right people for the organization involves more than checking off boxes on a computer survey or placing an ad hoping the right people apply. Instead, we assess the organization's environment, goals and requirements and the prevailing factors in the specified region and sector to develop the best candidate list for the opportunity at hand. One of our senior leaders personally manages the executive search through from start to successful finish, ensuring the continuity that is essential to a seamless transition.

Our proven process is designed to thoroughly address all aspects of the search. We know that connecting the right person with the right organization is as much about relationship as it is about skills and experience. We take the time to get to know all the potential candidates' needs, goals, strengths and talents so we can confidently recommend the best match.

What makes us different is our ability to MAKE connections – to connect the dots in ways others can't. It's our ability to find people who aren't looking and to connect perfect strangers "perfectly" that makes Hutchinson Group your competitive advantage.

CONSULTING TEAM

Larry Nelson, Senior Associate, is the team leader on this search. The other members of the consulting team are David Hutchinson, President and CEO, Mark Kraft, Senior Associate, and Candace Bishop, Research Assistant.

LARRY NELSON | SENIOR ASSOCIATE

Larry comes to executive search with a strong desire to see his background as a Chartered Accountant and the former CEO of the Baptist Housing Society and The Baptist Foundation of BC utilized by not-for-profit organizations as they grow their leadership teams.

A life-long interest in affordable housing in seniors' care has led to Larry's work with several faith-based non-profit housing providers and attendance at international seniors' care conferences, including those in China and Australia. For several years, Larry served as chair of the Canadian Council of Christian Charities. Also, he served on the Coquitlam School Board, and has chaired a national denominational board and a seminary.

