



Diocese of New Westminster
ANGLICAN CHURCH OF CANADA
1410 Nanton Avenue, Vancouver, BC V6H 2E2

JOB DESCRIPTION

Business Administrator

Position Level: Director (Senior Management)
Reports to: Archbishop via Executive Archdeacon
Location: Diocese of New Westminster, Vancouver, BC
Employment Type: Full-Time

Position Summary

The Diocese of New Westminster is seeking a strategic and experienced Business Administrator to join our senior management team. This Director-level role will be responsible for the stewardship and optimization of the Diocese's physical and financial assets. With oversight of approximately 70 properties across the Lower Mainland and leadership of the Finance department, the Business Administrator will play a pivotal role in ensuring the long-term sustainability and operational excellence of the Diocese.

Key Responsibilities

Real Property Asset Management

- Develop and implement strategic plans for the management and redevelopment of Diocesan properties.
- Oversee property maintenance, leasing, acquisitions, and sales of Diocesan properties in alignment with diocesan mission and values.
- Collaborate with, and enable, parishes, consultants, committees, and external stakeholders in property development initiatives.

Financial Oversight

- Provide leadership to the Finance department, ensuring sound financial practices, reporting, and compliance.

- Work closely with the Treasurer and Finance & Property Committee to develop and monitor budgets, forecasts, and financial strategies that reflect the Diocese's ministry priorities.
- Monitor financial performance and risk, and provide actionable insights to senior leadership team.

Governance & Compliance

- Ensure all asset-related activities comply with diocesan canons and policies, charitable financial regulations, tax laws, and donor accountability standards while identifying and mitigating financial risks.
- Prepare reports and presentations for Synod, Diocesan Council, and other governance bodies.

Strategic Collaboration

- Serve as a key advisor to the Archbishop and collaborate with the Diocesan Leadership Team and Diocesan Council on cross-functional initiatives.
- Provide guidance to parishes on managing donations, grants, and funding in line with Diocesan mission and values.
- Provide departmental leadership and management for members of the Finance and Property Department.
- Foster a culture of transparency, accountability, and continuous improvement.
- Support major financial initiatives such as capital campaigns and sustainability strategies.

Committee Support

- Prepare précis and related documents for inclusion by the Agenda Committee to Diocesan Council and committees related to finance.
- Review and prepare agendas, précis, and the minutes of meetings for the Standing Committee on Finance & Property and other finance-related committees of the Diocese.
- Prepare and distribute documents for email poll meetings of Finance & Property Committee and Anglican Initiatives Fund; track the approval process and produce subsequent minutes reflecting results of email polls
- Craft email correspondence to parishes regarding Diocesan Council, F&P, and AIF decisions on parish requests, ensuring clear communication of outcomes and next steps.

Qualifications & Experience

- Proven experience in property management, financial oversight, or asset administration at a senior level.
- Undergraduate degree in a relevant field.
- Strong financial acumen; CPA designation is an asset.
- Demonstrated ability to lead teams, manage complex projects, and navigate stakeholder relationships.
- Advanced computer skills, particularly in the area of accounting and Microsoft 365 are essential.
- Familiarity with non-profit, faith-based, or public sector environments is an asset.
- Knowledge of the structure, functions, and values of the Anglican Church of Canada and an appreciation of parish life is a significant asset.
- Excellent communication, analytical, and organizational skills.

Core Competencies

- Strategic Thinking
- Financial Literacy
- Leadership & Team Development
- Project Management
- Ethical Decision-Making
- Relationship Building

Conditions of Employment

- Successful completion of a background check.
- Commitment to the mission and values of the Anglican Church of Canada.
- Financial awareness and stewardship are essential.

Compensation & Benefits

Salary in the \$108,000 – \$118,00 range.

Comprehensive benefits package.

Opportunities for professional development and meaningful impact.