



Regional Manager, Ontario

Position Location: GTA

Are you interested in joining our Regional Team in this exciting and re-energized adventure providing people with access to God's Word? The Canadian Bible Society (CBS) is looking for a dedicated Regional Manager for Ontario. The Regional Manager will report to and work closely with the Regional Director to provide support in establishing partnerships and fundraising opportunities with local churches, organizations and ministries. They will be instrumental in championing and coordinating volunteer and fundraising activities and events in communities.

Key responsibilities include:

- Assisting with the local implementation and development of National Ministry objectives, programs and events;
- Establishing a CBS presence in the major cities and communities in the assigned District and actively seeking out potential donors (private, church or organization) and growing the CBS donor base;
- Supervising volunteers of the Districts Boards, Branches, Church Representatives and other volunteers with an emphasis on recruiting, fundraising and increasing awareness about the work of the CBS in cooperation with the National Office and CBS objectives and policies;
- Organizing and managing local fundraising activities in collaboration with the Development, Marketing and Communications Department for Regional Office and National Office-led fundraising activities and events;
- Working with the Scripture Resources team to ensure support and policy compliance and balance between sales and free distribution needs;
- Establishing and growing partner relations and administration for relationships which are locally managed under the overall direction of the Regional Office and National Office;
- Providing weekly reporting and communication with Regional Director and the Regional Office.

Requirements:

- Demonstrated successful networking, fundraising and administrative experience, preferably in a non-profit, ministry and multiple-office context;
- College or University Degree in Business Administration, Non-Profit Management or equivalent;
- Demonstrated ability to set goals & work to achieve plans with agreed upon metrics; does not need constant supervision and follow-up;
- Dependable, reliable and accountable to work remotely and independently including from a home office as required;
- Resilient, ability to not let adverse conditions negatively impact performance;



- Helps the process of framing issues and problems while also developing and implementing rigorous, data-informed alternatives, solutions;
- Receives direction and follows instructions well; demonstrates sound judgement and gives constructive feedback;
- Understands and balances ministry and policy with business and accountability;
- Ability to constructively engage others and work well within team contexts;
- Strong communicator in English (written and verbal) with sensitivity to, and appreciation of, bilingualism, diversity and denominations;
- Open to feedback, willingness to learn and commitment to help others learn and grow;
- Effective team player, seeks understanding, respect, and collaborative relations with teams.
- Able and willing to frequently travel within the Regional District (Southwestern Ontario) and occasionally to other areas of the Region; has a valid driver's license and access to a vehicle.
- Have a proficient knowledge of the local community including the dynamics and culture of the District.

What does the Canadian Bible Society Do?

We are an interdenominational organization partnering with individuals, churches, and organizations who similarly believe that God's Word changes hearts and lives. Whether in support of Canadian youth who are searching for hope or those affected by human trafficking in partnering countries, we continue to proudly contribute to the spiritual development of the people we reach, both in Canada and overseas. As we celebrate more than 110 years of ministry in Canada and abroad, the Canadian Bible Society (CBS), is uniquely poised to fulfill its mission to translate, publish, distribute, and encourage engagement with the Christian Scriptures.

To Apply:

If you are interested in joining our growing team at this exciting time, please forward your **CV along with a cover letter detailing your interest in this position and the Canadian Bible Society**, to humanresources@biblesociety.ca by **September 19th 2025**.

Qualified candidates must be able to demonstrate a commitment to the core values and mission of the CBS. All offers of employment will be conditional upon the successful completion of reference checks and a Police background check.