**Executive Director Position**

Reporting to the Board of Directors, the Executive Director (ED) will be a compassionate,

collaborative and purpose-driven leader who will provide direction, and effectively establish and maintain strong working relationships with the employees, partner organizations, and the

communities served by the Peace River Regional Women’s Shelter Society.

**Candidate Profile**

The ideal candidate is an energetic, determined, leader, with a proven track-record working

towards social justice. They demonstrate high levels of integrity, confidentiality and accountability. They have experience working in a complex environment with competing demands and priorities, and have proven themselves successful with grant writing, capacity building, policy development, advocacy, and operating from an intersectional framework.

**Key Responsibilities**

*Leadership, and Strategic Planning*

· Oversee and participate in the day-to-day operations, facility management, staff

development, financial and risk management of the Emergency Shelter and Second Stage Housing locations.

· Lead and oversee the implementation and ongoing review of programs and services

development, organizational capacity building, and special projects as chosen by the Society

· Collaborate with PRRWS Board of Directors to define and implement long-term strategic

and operational plans that align with and support the organization’s strategic directions.

· Serve as a professional advisor to the Board of Directors on all aspects of the

operations, including internal administration and external activities that affect the

organization, which may include policy issues resulting from changing community

context, new government legislation, etc.

· Act as a spokesperson for media interviews and other public engagement

opportunities.

· Responsible for the timely implementation of human resources policies, procedures and

practices and performance reviews

· Responsible for hiring and training of new staff, manage direct reports ensuring clear

roles and responsibilities, and provide ongoing supervision and support, while keeping staff aligned with the mission and vision of the Society

*Fiscal Responsibility and Record Keeping*

· Coordinate and lead the financial management of the organization

· Ensure budget is managed according to sound financial practices, and that accurate financial, statistical, personnel and program records are kept.

· Provide strategic vision for the annual budgeting process, with budget recommendations

to the Board.

· Develop overall budget for PRRWS infrastructure and operational activities.

· Work with staff and Board to prepare comprehensive multi-year budgets and secure

adequate funding for the operation of the organization.

· Ensure that monthly financial statements are prepared for the approval of the Board of

Directors.

· Approve all expenditures and negotiate contracts and agreements.

*Community Engagement, and Proposal Development*

· Develop and implement annual and long-range fundraising plans and goals to support

PRRWS public engagement efforts to grow the donor base by communicating impact.

· Represents PRRWS at partnership meetings, stakeholder meetings, government

consultations, webinars, to enhance and progress advocacy opportunities.

· Develop and manage new and existing community and trustee partnerships with

community groups and network with other service providers, funders, elected

representatives, local businesses.

· Lead and support effective proposal writing, direction and management of funding.

· Liaise and consult with funding agencies, to support and enhance relational activities.

**Qualifications**

· A post-secondary degree in the human services field is preferred; combination of experience and education may be taken into consideration.

· Minimum five years of leadership experience in a similar setting. Experience with managing vulnerable clientele including children is preferred.

· Knowledge of family violence, and skills in Crisis Intervention, Suicide Intervention and

Addictions/Mental Health, as well as training and demonstrated experience with Trauma-Informed practices.

· Strong financial literacy, experience with budgeting and understanding of financial

statements.

· The ability to build collaborative relationships with other agencies and services in an

effective and professional manner.

· The ability to respond appropriately in pressure situations with a calm and steady

demeanor.

· The ability to simultaneously and successfully handle multiple competing and shifting

priorities and deadlines.

· Excellent knowledge of the Child Welfare Act.

· Understanding of the impact of family violence, inter-generational trauma, toxic stress, grief and loss on individuals.

· Excellent verbal and written communication skills, presentation skills and strong attention

to detail. The ability to learn and master internal hardware and software systems, as required.

· The ability to relate and communicate with all clients and staff with the focus of equity, diversity and inclusion.

· Self-motivated and able to work with minimal supervision.

· Valid First Aid Certificate and ASIST

· Clean Children's Services and Criminal Record Check with Vulnerable Sector Search.

· Valid driver's license and reliable vehicle with proof of insurance.

**Hours of work**

· 40 hours per week. Some evening and weekend work will be required, as well as on-call.

Please apply in confidence to Board Chair, Carol Van Slyke, at chair@prrws.com, with a resume and cover letter including salary indication. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted.