



MOUNTAIN ROSE WOMEN'S SHELTER ASSOCIATION
EXECUTIVE DIRECTOR
Job Description

Position Overview:

The Executive Director will provide strategic direction, organizational leadership, and operational oversight to advance the mission and goals of our organization. Working collaboratively with the Board of Directors, staff, and community stakeholders, the Executive Director will be responsible for ensuring the effective delivery of programs and services, securing funding and resources, and fostering a culture of innovation, accountability, and inclusivity. The Executive Director has the authority to direct the organization's programs and services and is responsible for the management of all staff members, contracted personnel and volunteers the MRWSA workplace.

Responsibilities:

1. Provide visionary leadership and strategic direction to advance the mission, goals, and values of the organization.
2. Oversee the day-to-day operations of the organization, including program development, implementation, and evaluation, financial management, human resources, and administration.
3. Collaborate with the Board of Directors to develop and implement organizational policies, procedures, and strategic plans to achieve long-term sustainability and impact.
4. Cultivate and maintain strong relationships with Indigenous communities, organizations, government agencies, funders, and other stakeholders to support programmatic initiatives, partnerships, and advocacy efforts.
5. Lead fundraising and resource development activities, including grant writing, donor cultivation, and stewardship, to secure funding for existing programs and future growth.
6. Ensure compliance with all relevant legal, regulatory, and contractual requirements, as well as adherence to ethical and best practice standards.
7. Foster a positive organizational culture that values teamwork, collaboration, diversity, equity, and inclusion, and promote professional development opportunities for staff and volunteers.
8. Represent the organization in public forums, media interviews, conferences, and community events to raise awareness of our mission, impact, and achievements.

9. Prepare and present regular reports to the Board of Directors, funders, and other stakeholders on the organization's activities, financial performance, and outcomes.
10. Monitor and evaluate the effectiveness of programs and services, utilizing data and feedback to inform continuous improvement and strategic decision-making.
11. Cultivate and maintain the MRC Volunteer Program including recruitment, retention, furniture depot, and recognition.
12. Ability to work under pressure and adapt quickly to unforeseen situations and events

Qualifications:

Minimum of 5 years of senior leadership experience in the non-profit sector, with a proven track record of success in organizational management, program development, fundraising, and community engagement.

Strong commitment to the values and principles of Indigenous self-determination, cultural revitalization, and social justice, with a deep understanding of the challenges and opportunities facing Indigenous people.

Demonstrated leadership ability, with excellent communication, interpersonal, and relationship-building skills, and the ability to inspire and motivate staff, volunteers, and stakeholders.

Strategic thinker with the ability to develop and implement innovative solutions to complex issues, while effectively managing resources and mitigating risks.

Strong financial acumen, with experience in budget development, financial planning, and grant management, reporting, as well as knowledge of relevant accounting and reporting standards.

Bachelor's degree in a relevant field (e.g., Indigenous studies, social work, public administration, non-profit management) required.

- Strong experience in public relations, marketing, and fundraising
- Knowledge of leadership and management principles for nonprofit organizations

To Apply: Please email your cover letter and resume to ceaston@mrwsa.net.

Performance/Self Evaluation:

The President and/or Governance Committee of the Mountain Rose Women's Shelter Association will complete an evaluation of job performance of the Executive Director at 6 months and then yearly after.