

## Job Description

<b>Position Title:</b>	Executive Director
<b>Term:</b>	3 Year Term
<b>Supervisor:</b>	Board of Directors
<b>Status:</b>	<b>37.5 hours</b> per week, including some evenings and weekends
<b>Salary:</b>	\$37-42\$/ hour + \$1250 Health Spending Account, 3-4 weeks' Vacation, paid holiday closure, and \$500 annual bonus.

### JOB SUMMARY:

The Executive Director supports the staff of Victoria Faulkner Women's Centre to work courageously and collaboratively toward the safety, equity and liberation of all women and gender-diverse people.

The Executive Director reports to the Board and works within organizational budgets and policies, legislative requirements, and ethical guidelines.

### MAIN RESPONSIBILITIES:

#### *Strategic & Organizational Management*

1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Oversee implementation of core VFWC programming activities and workshops that reflect VFWC strategic priorities.
3. Develop program, organizational and financial plans with the Board and Team, and carry out plans and policies authorized by the Board.
4. Ensure maintenance of official records and documents, and compliance with federal, territorial and local laws and regulations.
5. Bring and maintain a commitment to struggles for equity, justice and liberation that inform all your work
6. Oversee the implementation and evaluation of VFWC's programs, services and special projects to:
  - a. ensure consistency with the organization's mission, values, goals and policies, and;
  - b. continually build and advance toward a liberatory future

#### *Communications & Community Engagement*

1. Ensure the activities of the organization, its programs and goals are effectively publicized. This includes ensuring relevant social media and online communications tools are maintained and updated
2. Establish and maintain sound working relationships and cooperative arrangements with other women's organizations, and other relevant community groups and agencies, to help promote gender equality and create positive change for women and the community.

3. Ensure sound volunteer development and management practices and procedures (e.g. recruitment, retention and recognition) are in place and being implemented by program officers.
4. Oversee the active promotion and broad participation by volunteers in all areas of the organization's work.
5. Ensure effective media relations.

### **Financial & Fundraising activities management**

1. Oversee the development and implementation of sound financial practices.
2. Ensure that the organization operates within organizational, program and project budget guidelines, and in a manner consistent with VFWC Financial Policies.
3. Oversee accounting and ensure the bookkeeper reconcile annual and monthly budgets and expenses, reporting monthly to the Board.
4. Work with the Team and Finance Committee in preparing an annual VFWC budget for Board approval.
5. Oversee the completion of all legal and financial documents necessary to the ongoing operation of the organization, including but not limited to: insurance, contracts, invoicing, donation receipts, and Canada Revenue Agency and Societies Act filings.
6. Ensure an appropriate reserve fund is in place to meet VFWC's liabilities and commitments.
7. Identify and evaluate the risks to people (Board, clients, Team, volunteers), property, finances, goodwill, and image and implement measures to control risks.
8. Ensure that the organization carries appropriate and adequate insurance coverage.
9. Ensure that the Board and Team understand the terms, conditions and limitations of the insurance coverage.
10. Ensure the development and implementation of an annual fundraising plan.
11. Develop and maintain an effective donor and member relations process.
12. Oversee the research, creation and maintenance of the schedule of funding and grant opportunities and deadlines.

### **Team Management**

1. Provide direct support to the Women's Advocate, Communications Coordinator, Programs and Admin Coordinator, Drop in Coordinator, Kitchen Coordination and Healthy Babies Healthy Futures Team and various consultants.
2. Advise the Board of staffing requirements for organizational management and program delivery.
3. Ensure regular Team meetings that promote effective communication and collaboration among the Team.
4. Oversee recruitment and hiring of staff in collaboration with Human Resources Committee, as per the VFWC's Human Resource Policy.
5. Ensure implementation of a performance evaluation process, as per policy, for staff under direct supervision which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
6. Ensure that sound human resource practices, consistent with the organization's policies and relevant legislation and regulations, are in place.

7. Maintain a climate which attracts, keeps, and motivates a diverse staff who consistently demonstrate a commitment to the mission, vision, and values of VFWC.

### **Support to the Board**

1. Identify, assess and inform the Board of internal and external issues that affect VFWC.
2. Provide support to the Board and its committees by organizing meetings, preparing meeting agendas, and ensuring minutes documenting decisions are kept, in collaboration with Board members and the Team.
3. Ensure the Board is oriented to VFWC's bylaws and its policies.
4. Oversee planning and implementation of VFWC's Annual General Meetings and Special General Meetings, as per VFWC's bylaws.
5. Perform miscellaneous job-related duties as required by the Board.
6. Deliver on the Direction of the Board.

The Victoria Faulkner Women's Centre is committed to hiring practices that encourage diversity in our team. We would like to particularly encourage applicants who are Black, Indigenous or People of Colour, who are part of the LGBTQI2S+ community and who have lived experience with sex work, homelessness, substance use, who are justice involved or have been victims of crime to apply. Training is available for the right candidate.

Vulnerable sector check through the RCMP is required for this work.

A class five driver's license is required.

Anyone who can legally work in Canada and identifies as a woman or outside of the gender binary can apply for this job.