



## Cowichan Women Against Violence Society

### Executive Director Job Posting

Cowichan Women Against Violence Society (CWAVS) is a trauma-informed organization where women throughout the Cowichan Valley are able to receive support, live in a safe environment, and make informed decisions on how they want to restructure their lives. The Society is an integral part of the social safety network within our local community as well as the mid-Island. At CWAVS we believe in creating a community of safety and equity where every person is seen, heard and understood.

CWAVS is a dynamic, diverse and evolving society that supports a multitude of programs. The Society has recently experienced significant growth and the Board is seeking a new Executive Director. The right person will continue to elevate existing programs and services through analyzing and refining roles, responsibilities and reporting structures to ensure a solid foundation that will support future initiatives.

#### **Executive Director**

Reporting to the Board of Directors (Board), the Executive Director (ED) will be a strong and supportive leader responsible for the organizational management of CWAVS. Aligning themselves with the strategic plan set by the Board the ED will work collaboratively with a team of Directors who are responsible for program management and resource development.

The ED will be responsible for the overview of the Society and ensuring that existing and future initiatives are operating as needed per their respective contracts. The ED will work closely with many internal and external stakeholders, including BC Housing and the Law Foundation. Possessing an ability to build rapport and partnerships with a diverse range of stakeholders, the new ED will develop strong relationships with funders and community partners and oversee fundraising, communications, public education, and social enterprises. The ED will provide strong leadership in overseeing facilities operations, administration, finance, and human resources.

#### **Requirements**

The new ED will be a compassionate and empathetic person who is trauma-informed. They will have experience working with women's groups and vulnerable populations, and have an understanding of poverty, addiction, mental health, and harm reduction. The ED will be a strategic thinker, have a strong understanding of human resource management practices and an ability to effectively handle highly sensitive and stressful situations. The successful candidate will be a strong, superior communicator and public speaker. They will possess change management skills, strong financial acumen, and sound problem solving and decision-making skills.

The ideal candidate will have a post-secondary degree in a related field, experience in a senior leadership role in the non-profit sector, have previous experience in a non-profit housing/social services organization working with government funders, and have a track record of building high-performing teams.

Completion of a Criminal Record Check through the Ministry of Justice is required as well as a valid driver's license.

**CWAVS encourages applications from BIPOC, persons with disabilities, people of all sexual orientations and gender identities. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.**

**To apply for this role, please send your cover letter and resume to [cwav@cwav.org](mailto:cwav@cwav.org) . We sincerely thank you for your interest in this opportunity and will only contact those under consideration for the role.**

**Please see attached for a detailed role description for the Executive Director Position**

**Posting Number:** 2021-04

**Opening:** April 6, 2021    **Closing:** April 20, 2021

**Reports to:** Cowichan Women Against Violence Society Board of Directors

**Wage Rate:** Based on Training, Experience and Education, paid hourly, \$38.00 to \$39.00

**Hours of Work:** 32 hours per week

## **FUNCTIONAL RESPONSIBILITIES**

The **Executive Director** is responsible for the successful leadership, management, and delivery of programs, services and initiatives which support the organization's mission and vision, and are within the strategic direction set by the Board of Directors.

## **GENERAL AREAS OF DEMONSTRATED EXPERTISE**

### **Leadership:**

- Strategic view focused on evolving vision, development of plans and liaison with Board
- Models and promotes effective leadership, communication and decision making
- Provides direct supervision of Program Director (PD) and Resource Development Director (RDD)
- Oversees PD with management of all programs & staff
- Works with Directors to set goals and reviews progress at achieving those goals

### **Financial, Professional and Legal:**

- Ensures society complies with BC Societies act, government regulations, CRA, Employment Standards, etc.
- Oversees Financial Administration, suggests changes to financial policies to maintain sound financial practices
- Ensures Society is within budget and creates and implements changes to achieve this result.

- Assesses risk to Society's financial security and growth. Communicates risk assessment to the Board.
- With RDD establishes strong positive relationships with donors & funders
- Works extensively with provincial and federal government contracts
- Maintains a strong relationship with BC Housing for existing and new housing projects
- Works with succession planning in mind

#### **Administrative, HR & Facilities:**

- Taking direction from the Board, ensuring focus on strategic planning and policy development
- Serves as agency Privacy Officer ensuring compliance with Privacy and Confidentiality laws
- Primary Society contract negotiator
- Ensures effective communication flow between Board, Directors and Staff
- Responsible for hiring staff for the Central Services department
- Oversees team managing Occupational Health and Safety
- Assists in conflict resolution
- Inspires a vibrant work culture where people strive for excellence and feel supported to reach their potential
- Oversees security monitoring for Evans St building
- Oversees all buildings' facilities teams tasked with ensuring prompt repairs, constant maintenance and keeping facilities clean and safe.

#### **Community Relations:**

- Main spokesperson to funders, donors, other organizations and public; lead PR role for the Society.
- Coordinates public speaking priorities.
- Develops positive relationships with Indigenous communities and all cultures in the Cowichan Valley.
- Partners & networks with other agencies and community stakeholders.
- Collaborates with other feminist groups concerned with violence against women.

#### **Qualifications:**

##### **Required**

The Executive Director must have:

- Post-secondary training of a Bachelor's Degree in a directly related field and experience in a Director role in a public sector or not-for-profit environment OR an equivalent combination of education, training and experience.
- Extensive experience in overseeing financial and organizational systems through a values-based or servant leadership model.
- Experience working with change management
- Experience working with a governance Board
- Strong computer skills – Microsoft 365, Excel, databases
- Knowledge of Employment Standards

- Proven ability to work both independently and collaboratively both within the Society and with other community agencies.
- Capacity to work and communicate with diverse populations
- Strong feminist understanding of violence against women and knowledge of anti-oppressive, trauma-informed practice.
- Criminal record check
- Superior strategic, analytical, organizational, supervisory, interpersonal and communication skills
- Ability to take initiative, manage multiple and diverse projects and deadlines, be resilient in working under pressure
- Ability to manage both PR and Social media
- Scheduling flexibility, including evening and weekend work as required
- Use of a vehicle

**Advantageous:**

It is advantageous but not essential for the Executive Director to have:

- Master's Degree
- Experience in non-profits and women's organizations.
- Training and experience in diversity, inclusion and equity.
- Business experience, including start-up projects
- Experience working with BC Housing
- Knowledge and skills with complex excel applications and database systems

**Classification:**

- Receives Regular Employee Status after successful completion of a three-month probationary period.
- Extended Health Benefits start after successful completion of the first six months.
- Vacation rate starts at 8%
- Extended Health Benefits include sick time, medical and dental coverage, LTD, Employee Family Assistance Program (EFAP)

**CWAVS encourages applications from BIPOC, persons with disabilities, people of all sexual orientations and gender identities. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.**

Please submit your resume with a cover letter that indicates how you meet/ exceed the qualifications to CWAV Admin Assistant: [cwav@cwav.org](mailto:cwav@cwav.org).

There will be an assignment pre-screening process for any qualified applicants.

Start date: May 1st, 2021