

BOUNDARY WOMEN'S COALITION

Position: Executive Director

Salaried Position

Boundary Women's Coalition (BWC) is a non-profit organization providing services throughout the Boundary area of BC to women and children affected by violence.

POSITION SUMMARY

This position is the chief staff position at BWC primarily working out of the Grand Forks office and is responsible for the overall success of the organization through effective and strategic leadership.

KEY DUTIES

- Serve as head supervisor to program managers and as the Collective Board liaison
- Provide leadership, mentorship and guidance to all staff and program managers
- Collaborate with the Finance Coordinator in preparing the annual budgets and financial plans for Collective Board approval
- Assist and collaborate with Program Managers in preparation of annual grant proposals
- Develop annual program and project budgets in collaboration with program staff
- Design and Develop programs and services that meet contract expectations and guidelines
- Develop and implement Strategic Plans in collaboration with the Collective Board and staff
- Develop and implement administrative plans in collaboration with the Finance Coordinator, Administration and the Collective Board
- Recommend and develop relevant policies with Policy Committee
- Represent BWC at all relevant community and fundraising events, as well as regional and local committees
- Act as BWC's spokesperson
- Promote BWC's Mission and increase community awareness of BWC and its services
- Identify and participate in events that will effectively establish community relations and enhance BWC's visibility
- Research, develop and submit funding proposals and applications for funding from government and other sources

QUALIFICATIONS

- Degree in Management, Business Administration, and/or Human Service Field
- A minimum of 5 years' management experience
- A sound working knowledge and understanding of violence against women and children
- Knowledge of substance use and harm reduction model
- Education and/or experience in planning, organization, financial management and control, communications, policy development and administrative management
- Demonstrated success in fiscal management
- Demonstrated working knowledge of community-based programs and services, funding sources, board relations and access to community resources
- Proficient computer, written and verbal communication skills
- Good time-management and general management skills
- Effective conflict resolution skills

- Ability to work from a feminist perspective within a collaborative consensus decision making model
- Satisfactory outcome of a criminal record check is required
- Driver's license, and well-maintained vehicle required

Send your resume and letter of interest indicating how you meet the qualifications to:
admin@bwcbc.ca

Deadline for applications: Open until filled

Only short-listed applicants will be contacted.

About Grand Forks:

Grand Forks is a delightful community home to beautiful tree-lined streets and heritage homes. Its downtown core and bustling City Centre, located on Market Avenue, offers quaint cafes, galleries and the City Hall. Grand Forks boasts four-season living with recreational activities to match. This small community has been home to a large Doukhobor population since the early 1900's and continues to celebrate and embrace their rich culture. Grand Forks is the perfect backdrop for families and retirees, with a strong commitment to healthy living, affordability and great quality of life.

(Source: [City of Grand Forks](#) website)

Grand Forks is centrally located between two major cities and airports. We are just a 209 km drive to Kelowna, BC or 203 km drive to Spokane, WA

More about the Boundary area of BC: www.boundarybc.com