

Boundary Women's Coalition

Executive Director Job Posting



Boundary Women's Coalition (BWC) is seeking an Executive Director who has a strong passion for supporting women and children experiencing violence. The ideal candidate has an in-depth understanding of issues impacting women, especially in rural communities, has experience in the non-profit sector, and is excited to lead and build on the capacity and assets of BWC.

About Us

BWC is a non-profit organization providing services throughout the Boundary area of BC to women and children affected by violence. Our story begins in 1986 with Janet MacDonald spearheading the effort to address the lack of services for women in violent relationships. The tireless efforts and advocacy of our founding mothers is why we are here today. Our Transition House officially opened its doors in 1992, and the Boundary Women's Resource Centre opened in 1994. We have come a long way from our grass roots in 1986!

BWC serves women and children by offering a six-bed Transition House, a ten-unit Second Stage Housing program, the Boundary Women's Resource Centre, Women's Outreach, Homelessness Prevention, and Stopping the Violence Counselling programs. We have a dedicated Collective board and a dynamic staff of 18. We look forward to continuing our work with the women and children of the Boundary.

Our Mission

Boundary Women's Coalition provides safety, shelter, support, advocacy, resources, and community connections for individuals and their children who are impacted by violence and/or abuse.

Our Values and Approach

Our primary obligation and accountability are to the women and children we serve. Our priority is to actively promote the safety and well-being of women and children in the Boundary region. To learn more about our organization and our approach visit bwc.bc.ca

Position Summary

This position is the chief staff position at BWC working out of the Grand Forks office and is responsible for the overall success of the organization through effective and strategic leadership. The ideal candidate has a strong passion for supporting women and children experiencing violence, has an in-depth understanding of issues impacting women, especially in rural communities, has experience in the non-profit sector, and is excited to lead and build on the capacity and assets of BWC.

Competencies

Strategic Thinker: display strategic thinking and leadership. Implement strategic priorities as set out by the Collective while centering organizational vision, mission, and values. Use opportunities presented strategically while keeping the big picture in mind.

Effective Communicator: Create buy in. Communicate the organization's priorities consistently and clearly. Keep Collective apprised of information needed to make informed decisions. Use different and appropriate communication tools for different audiences and situations.

Foster Teamwork and Accountability: Work collaboratively, seek feedback and input. Provide support and supervision. Be ethical, transparent, and accountable. Hold others accountable for their actions while supporting growth and development.

Client Centered: Put clients at the centre of programming. Seek client feedback about quality and impact of services.

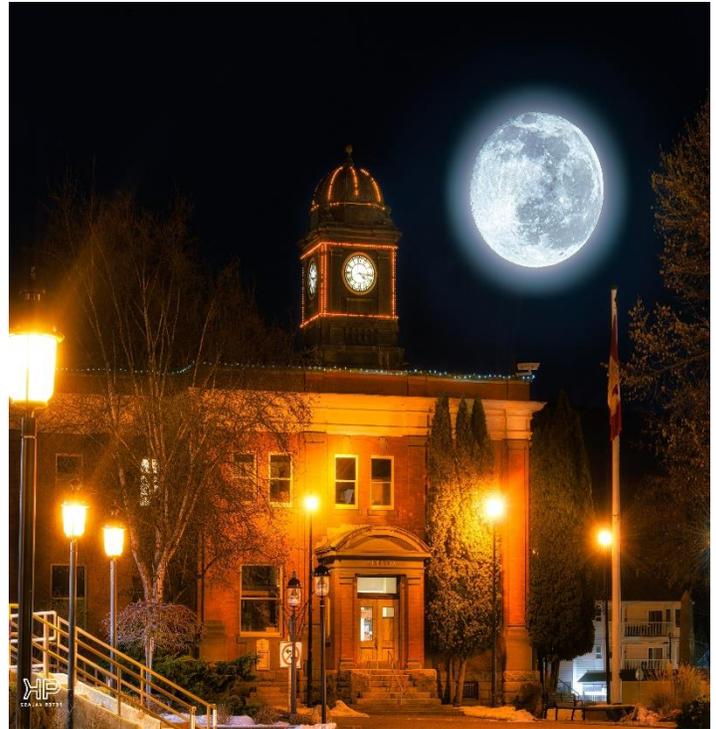


Photo Credit Peter Kalasz Photography – Grand Forks City Hall at night.

Engage the Community: Engage and work with stakeholders and community organizations. Keep members and donors apprised of the impact of their contributions. Share the success and impact of programs and services offered by BWC.

Sound Decision Making: Engage in critical thinking. Assess problems by gathering relevant information and addressing the causes not the symptoms. Communicate key issues and recommendations. Solve problems.

Plan and Organize: Manage time effectively. Plan and be organized with identified goals and an action plan to achieve them.

Act Ethically: Follow organizational code of conduct, know and practice ethical operational and financial practices. Make wellness and organizational health a priority.

Manage Change: Manage change effectively to improve organizational health.

Create a Culture of Learning: Assess and evaluate the effectiveness of services. Provide performance appraisals and feedback to staff and volunteers. Learn from best practices as well as mistakes. Adjust programming to meet the needs of clients more effectively. Nurture trust and learning to create a learning organization.

Key Duties

- Report to the Collective in a timely manner all relevant information for informed decision making and to meet their obligations under the BC Society's Act effectively.
- Implement the strategic plan as set by the Collective. Ensure programs are aligned with the set mandate, vision, and mission of the organization.

- Facilitate, attend, and participate at monthly Collective meetings.
- Work with staff to implement operational plans effectively.
- Hire qualified and competent staff. Appraise and support them to grow and meet their job obligations. Provide leadership, mentorship and guidance to all staff and program managers.
- Establish and apply organizational policies and procedures, employment and administrative policies, and program best practices.
- Design and develop programs and services that meet contractual obligations. Oversee and implement resources for effective operations.
- Act as BWC's spokesperson. Represent BWC at all relevant community, committee, and fundraising events. Build relationships with community organizations to enhance BWC's reach.
- Ensure effective administration of BWC's operations.
- Oversee all marketing and communications efforts.
- Review and approve all contracts for services. Act as the signing officer responsible for entering organizations into contracts, notes, and agreements.
- 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.
- Prepare and implement the annual budget. Ensure best financial practices and controls are in place.
- Present the Collective with timely and accurate financial statements.
- Manage the organization's finances prudently and ensure financial health of the organization.
- Act as the emergency contact for staff and organization.
- Perform other duties as required.

Qualifications

- Degree in Management, Business Administration, and/or Human Service Field
- Minimum of 5 years' management experience
- Sound working knowledge and understanding of violence against women and children
- Knowledge of planning, organization, financial management and control, communications, policy development and administrative management

- Demonstrated success in fiscal management
- Knowledge of community-based programs and services, funding sources and access to community resources
- Proficient in the use of MS Office, Word, Excel, PowerPoint, and Outlook as well as financial and fiscal management programs.
- Excellent time-management skills and ability to be adaptable and flexible
- Effective conflict resolution skills

Required

- Satisfactory outcome of a criminal record check
- Valid Class 5 Driver's license
- Access to a vehicle

Send your cover letter and resume in one pdf document indicating how you meet the qualifications to Interim Executive Director, pany.aghili@BWCBC.CA

Deadline for applications: open until filled.
Only short-listed applicants will be contacted.

About Grand Forks, BC

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. The surrounding areas consist of commercial and hobby farms, orchards, acreages, and Crown wilderness land. Grand Forks boasts four-season living with recreational activities to match. Our city is the perfect backdrop for families and retirees, with a strong commitment to healthy living, affordability, and great quality of life. Our community is surrounded by fresh, pristine water from the Granby and Kettle Rivers and is nestled in a breathtaking and unique east/west running valley.



Our central location means that we are only a couple of hours drive from 2 major centers; Kelowna and Spokane and that the closest regional airport is a 1-hour drive to Castlegar or a 2-hour drive to Kelowna's International airport. Grand Forks boasts four-season living with recreational activities to match. A 10-minute drive away, Christina Lake boasts the warmest water of any tree-lined lake in Western Canada. The Trans Canada Trail, historic Dewdney Trail and Kettle Valley Railroad Trail meet at the Lake, attracting hikers and tourists from around the world.

10 Good Reasons to live in Grand Forks:

1. Plenty of sunshine, with four full seasons and moderate temperatures (some say this is the best climate in Canada).
2. Majestic rivers and countless beaches.
3. Proximity to the USA and Alberta.
4. Thriving arts, culture, and heritage activities.
5. Extensive Fiber Optic network.
6. An extensive trail system that supports ATV's, dirt bikes, mountain bikes, horses and people.
7. Outdoor recreation that supports fishing and hunting, river tubing, boating, swimming, golfing, x-country and downhill skiing, snowshoeing, and snowmobiling.
8. Cost of living; offers one of the lowest property tax and municipal charges in the province.
9. An expanding business community.
10. Grand Forks is comprised of diverse and passionate residents.

Links to [City of Grand Forks](#) and [Boundary, BC](#).

Photographs' Credits: Peter Kalasz peterkalaszphotography.com

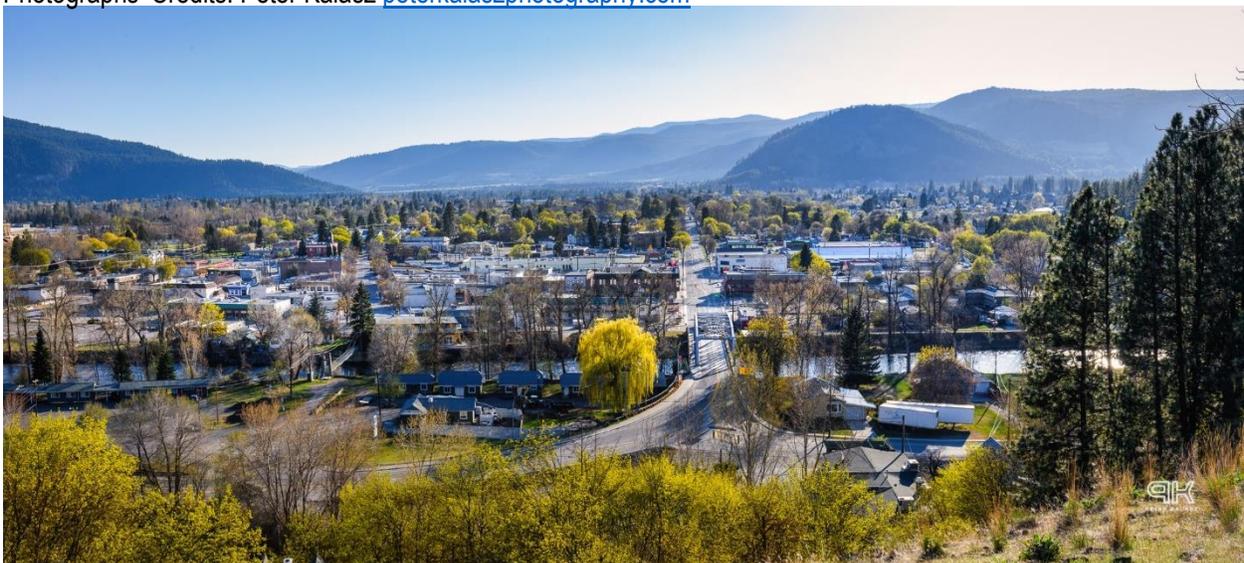


Photo Credit Peter Kalasz Photography