

Executive Director

Sooke Transition House Society

The Sooke Transition House Society (STHS) is seeking an Executive Director. STHS values collaboration, partnerships, inclusiveness, trauma-informed approaches, cultural safety, relevance, and professionalism. We are seeking a leader with a proven track record demonstrating these values.

Hours: 30 hours per week (a combination of office and remote)

Starting Rate: \$45 an hour with benefits available

About Our Organization

Since 1994 the Sooke Transition House Society has been providing emergency shelter for women and their children who have experienced trauma resulting from family violence. We also offer programs dedicated to counselling, outreach, and police-based victim services to support both residents of the transition house and members of the community desiring support for healing from experienced trauma and violence.

The Sooke Transition House Society is an accredited, registered non-profit society, which is governed by a Board of Directors and led by the Executive Director. Our work includes the operation of Annie's Place Transition House, along with various counselling and support programs. We collaborate and partner with an extensive network of organizations, businesses, funders, and public agencies. Further information can be found at

<https://www.sooketransitionhousesociety.com>

Objectives of this Role

- Provide strategic and innovative leadership to the organization, mobilizing required resources, and ensuring best practices for quality service delivery
- Work collaboratively and effectively with a governing board of directors, committees as well as funders, community partners and local organizations to achieve the Society's mission and strategic priorities
- Work collaboratively with the Transition House Manager, who oversees the daily operations of Annie's Place Transition House
- Oversee daily operations, providing executive direction to all areas of the organization, including program strategy, compliance, quality assurance, and program efficiency
- Identify and implement staffing requirements for efficient operations, with recruitment and retention a priority
- Maintain a trauma-informed, safe, and inclusive workplace that supports physical, psychological, and social well-being
- Oversee financial management of the organization to ensure the Society's integrity, funder requirements and legal obligations are upheld, including working closely with bookkeeping services and the STHS Board Treasurer
- Comply with all provincial and federal legislation and contractual obligations
- Represent the organization and increase awareness by being a spokesperson within the community

Duties and Responsibilities

- Develops and implements operational, management, and human resource policies
- Undertakes contract negotiations and program proposals with funders
- Develops contracts for services with consultants and vendors as needed
- Oversees all areas of risk management to ensure the organization, its staff, clients, and volunteers are sufficiently protected from harm, liability, and other claims
- Ensures that all services are delivered in accordance with contract obligations, Society policies and procedures, accreditation guidelines, and within established best practices and appropriate legislation
- Coordinates the accreditation review processes; oversees and monitors all performance quality improvement activities
- Work collaboratively with STHS program staff, providing ongoing supervision and guidance, to ensure service delivery is effective, timely and appropriate
- Represents the Society at community and fund-raising events or other official functions; manages all Society media relations
- Promotes community and social sector development by participating in various related groups and activities outside the Society

Skills and Qualifications

- 5+ years of senior level management experience, ideally in the rural, non-profit social services sector
- Relevant postgraduate degree. An equivalent combination of education and experience may be considered
- Strong strategic planning skills — must be able to connect vision, mission and strategic goals and develop work plans to achieve them
- Strong leadership and organizational development skills; experience with capacity building and change management processes
- Strong HR skills, including sound knowledge of HR practices, supervisory/coaching experience, and ability to navigate complex HR dynamics
- Demonstration of a commitment to support equity, diversity, and inclusion in the workplace
- Excellent verbal and written communication skills are essential for proposal development, report writing, and grant writing
- Excellent interpersonal skills, including a proven ability to build and foster staff relations and stakeholder relationships and to work with a governance model
- Broad knowledge and experience in community development initiatives and social programs/services
- Experience and knowledge of financial management, administration and program management, development and evaluation of programs and accreditation processes
- Highly skilled at proactively addressing challenges in internal and external environments to protect the Society's interests and programs
- In-depth knowledge of best practices pertaining to a variety of program service delivery models

Resumes and cover letters will be accepted by email until February 28, 2023.

Please submit to: STHSBoard@gmail.com