



Cowichan Women Against Violence Society

Executive Director Job Posting

Cowichan Women Against Violence Society (CWAVS) is a trauma-informed organization where primarily women and children throughout the Cowichan Valley can 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, support, and equity for all.

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 to continue driving the values and mission of the organization. The right person will continue to elevate existing programs and services through active advocacy and participation in community, as well as strong, internal leadership that will provide the organization the ability to achieve its mandate.

Executive Director

Reporting to the Board of Directors (The Board), the Executive Director (ED) will be a strong and supportive leader responsible for the organizational management of CWAVS. The Board provides leadership and oversight of the strategic direction and work of the organization. The ED is expected to work both strategically with the Board as well as operationally, with staff to deliver on the mandate of the organization.

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, Cowichan Tribes, government bodies, other non-profit and for-profit organizations and partners, School District 79, and the local community. 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 understand 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 communicator (both written And verbal) and willing to communicate in both private and public settings. They will possess change management skills, strong financial acumen, and sound problem solving and decision-making skills.

The success of the ED heavily relies on the ability to build and maintain strong relationships within community as well as with staff, program supervisors, and the Board. The ED is also the first point of contact in emergency situations. As such, it is expected that the ED resides locally, works from the CWAV offices and is visible in community often e.g., meeting local partners in person.

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

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

CWAVS encourages applications from BIPOC, indigenous, immigrants, persons with disabilities, neurodiverse, as well as 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. 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: 2023-21

Opening: October 12, 2023, **Closing:** November 10, 2023 or until best candidate is found

Reports to: Cowichan Women Against Violence Society Board of Directors

Supervises: Program and HR Director (PD) Communications & Development Director (CDD) Financial Coordinator, Office, and HR Coordinator

Salary Range: \$105,000 - \$115,000

Expected Hours: 40 hours per week plus additional hours as required.

Anticipated Start Date: January 8, 2024

Executive Director Job Description

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. The ED will have extensive oversight and accountability of financial and organizational systems, build relationships and partnerships with key stakeholders through a values-based, trauma-informed leadership model and will be a voice at the table for anti-violence within the community. Strong communication skills are required and timely escalations to the Board of Directors and shares relevant information to the Board pertaining to organizational risk and governance.

Leadership:

- Strategic view focused on achieving the organizations vision, the development of strategic plans and regular liaison with the Board.
- Promotes effective leadership, communication and decision making through an antiviolence lens and an adherence to diversity, equity and inclusion principals.
- Supervision of Program & HR Director (PD), Communications & Development Director (CDD), Financial Coordinator and Office and HR Coordinator.
- Accountable for the organization's budget, maintaining compliance to annual budget and leading the annual budget process.
- Accountable for all agency programs and staff
- Accountable for the continued growth of funding and partnerships within community through strong, positive relationships, clear goals, and a funding strategy
- An active face of the organization in the community

Financial, Professional and Legal:

- Works with CWAVS's Auditor, Financial Coordinator, and Board Treasurer to maintain sound financial practices as an active participant on the Finance Committee
- Ensures the Society is within budgets and creates and implements changes to achieve this result.
- Be accountable on all matters relating to the financial health of the organization, including financial planning, resource allocation, sustainability, and fundraising.
- Assesses risk to organization's financial security and growth. Communicates risk assessment to the Board.
- Ensures the Society complies with BC Societies Act, Charities Act, CRA, Employment Standards, and all contractual obligations • Oversight of Program & HR Director's work including the trauma-informed quality, cultural and diversity values, and community connection of programs.
- Oversight of Communications & Development Director's work regarding resource development plans & goal achievement
- Works with succession planning in mind to support organizational sustainability and long-term growth.
- Works extensively with all levels of Government contracts and builds a strong relationship with key stakeholders including BC Housing, Cowichan Tribes and local government officials.

- Maintains confidentiality regarding client and agency information.

Administrative, HR & Facilities:

- Works collaboratively with the Board and ensures a focus on risk management, strategic planning, contract compliance and policy development.
- Collaborates with the Admin team, PD and the Board to ensure proper record keeping in compliance with legal and contractual obligations.
- Assesses monthly reports from CDD regarding Fundraising & Development plans and goals • Assesses monthly reports from the PD regarding programs and staffing.
- Serves as the agency's Privacy Officer ensuring compliance with Privacy and Confidentiality laws.
- Serves as the agency's Primary Society negotiator.
- Ensures effective communication flow between Board, Directors, and Staff
- Oversight of Society Policies and Procedures, ensures they are current and aligned to the values of the Society.
- Accountable for all staff job descriptions, onboarding, hiring practices, and professional development in collaboration with PD.
- Responsible for hiring staff for the admin department in collaboration with current Admin Supervisor and PD
- Accountable for Agency's Operational Health & Safety (OHS)
- Creates a culture of care throughout the Agency that focuses on staff recruitment and retention.
- Collaborates with PD to ensure the process of Performance Management and Career Plan Development is in place.
- Acts as the main contact for 24/7 security monitoring for Evans St building
- Oversight of all buildings' facilities teams tasked with ensuring prompt repairs, constant maintenance and keeping facilities clean and safe.
- Acts as the key escalation contact for any emergencies associated with all Society programs.

Community Relations:

- Provides oversight and direction to the CDD for all communications including website, social media, donor relations, and all aspects of agency public face.
- Engages in public speaking opportunities in partnership with the CDD.
- Establishes strong positive relationships with donors and funders, with specific priority on major funders and donors and acts as the lead advocate for the Society.
- Partners and networks with other agencies and community stakeholders, including government, other non-profit and for-profit organizations, to find collaborative ways to meet community needs.
- Develops positive relationships with Indigenous communities and all cultures in the Cowichan Valley.
- Commitment to social and climate justice: anti-racism, anti-violence, 2SLGBTQIA+ supportive, climate resiliency, under-served community, climate resilience, decolonization.
- Collaborates with other organizations that are aligned with our missions and values to actively make a positive impact in community.

Qualifications:

- Strong strategic, analytical written and verbal and communication skills, including public speaking, addressing staff, presenting business cases to the board, communicating issues and opportunities to community partners and government, all with a trauma-informed lens.
- Strong interpersonal and relationship-building skills and emotional intelligence for interactions with a diverse group, including staff, volunteers, donors, community partners.
- Experience in a Director or Executive Director role, experience in a public sector or not-for-profit environment, or an equivalent combination of education, training, and experience
- Post-secondary training of Bachelor's or Master's degree in a directly related field or equivalent experience
- Strong understanding of violence against women and intersections across anti-oppression, reconciliation, trauma informed practice, anti-racism and Truth and Reconciliation (UNDRIP) and LGBTQ2S+
- Ability to work inter-culturally and build cross-cultural relationships with sensitivity and capacity to work with diverse populations and is committed to inclusion, equity and belonging.
- Experience working with change management models.
- Experience working with a governance Board.
- Strong computer skills – Microsoft 365, MS Teams, Zoom, Microsoft Office, HR, and financial systems.
- Knowledge of Employment Standards and other relevant Acts and Regulations
- Satisfactory criminal records check
- A valid driver's licence and ability to drive a vehicle.