



ann davis transition society

Executive Director – Job Description

Title: Executive Director

Reports To: Board of Directors, Board President

Employment Type: Permanent, Full-time

Job Location: ADTS Administration office, In-person

Compensation: \$96,000 - \$140,000 per year

Hours of Work: 35 hours/week Monday to Friday, Weekends as needed

Benefits: Group benefits and Group Retirement Plan

Interested Applications please send their updated resume and cover letter to hr@anndavis.org

Organization Overview

Early in 1979, several members of the Chilliwack community met to discuss the need for a shelter for the victims of family violence. At that time there was no place for a police officer, a social worker or a community services worker to take a woman who had experienced domestic violence or abusive situations. The concerned community members formed the Emergency Shelter Committee. They met in private homes and began to look at practical ways that they could help. At their first official meeting on October 29, 1979, someone volunteered to house two women and their children for three to four days. Members took responsibility to help women obtain medical treatment, deal with the police, contact the Ministry of Human Resources and locate housing. We provide support services for women, men, and children including counselling, advocacy, crisis intervention, and therapy; Research, educate and create greater understanding of abuse; Develop, deliver, and facilitate abuse prevention programs; Provide refuge for women and their children who are victims of abuse.



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Ann Davis Transition Society recognizes its leadership responsibility in supporting a community that respects diversity and fosters social inclusion.

The Society strives to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, colour, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status and political belief. Diversity enriches the community, and the Society is committed to respecting, appreciating and celebrating the diversity of our clients, employees, students, volunteers, members, donors, funders and all community partners. We strive to increase understanding and acceptance of each other, making us more compassionate and strengthening the fabric of our community.

Position Summary

The Executive Director is the leader of ADTS and is responsible for managing all changes, challenges, emerging issues and opportunities at the local, provincial and national level. The Executive Director is responsible for contributing to and executing strategic direction that is constructed in part by the Ann Davis Transition Society Board of Directors. This position is also responsible for overseeing the operations of Ann Davis Transition Society and providing leadership and guidance to all employees. Working with the Finance Administrator, the Executive Director must also manage the overall budget of the organization, applying for all government provided grants and ensuring the organization is running smoothly and all funding is allocated appropriately.

Job Duties and Responsibilities

- **Leadership:**
 - Participate with the Board of Directors in developing the ongoing vision and strategic plan for the organization;
 - Identify, assess, inform and advise the Board of Directors on internal and external issues that affect the organization and the sector;
 - Act as a spokesperson for the organization;
 - Conduct official correspondence on behalf of the Board, as appropriate, and jointly with the board when appropriate;
 - Represent the organization at local, provincial and national activities to enhance the organization's profile;
 - Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization;
 - Establish good working relationships and collaborative arrangements across sectors, community groups, funders, politicians and other organizations to help achieve the goals of the organization;



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- Provide leadership for the sector around policy issues that affect women, youth, children and families impacted by violence; and
- Reflect identified issues in policy discussions with various levels of government.
- **Operational Planning and Management:**
 - Lead the development of the strategic plan with clear outcome measures with staff and build on the strategic directions established by the Board of Directors and existing deliverables of funders;
 - A supervisor's responsibilities often include:
 - Managing workflow.
 - Training new hires.
 - Creating and managing team schedules.
 - Reporting to HR and senior management.
 - Evaluating performance and providing feedback.
 - Identifying and applying career advancement opportunities.
 - Helping to resolve employee issues and disputes.
 - Meet the strategic direction of the organization and the related expectations of its members, Board, and funders with the collaboration and inclusion of the staff;
 - Ensure the efficient and effective day-to-day operation of the organization and its program and services including the planning, implementation, execution and evaluation of research, training, development projects, policies and procedures;
 - Identify opportunities to expand programs / services by focusing on the voices of women, youth, children and families to meet their needs and address gaps in services or in service issues;
 - Use of an analytical/ tactical approach when implementing and establishing cross-sectorial partnerships that match ADTS mission.
 - Ensure new projects are developed in partnership with other organizations, building upon the intersectionality of our work;
 - Review policies annually and make recommendations on policy revisions / new policies for the approval of the Board;
 - Provide support to the Board by preparing meeting agendas, supporting materials and Board reports prior to Board meetings.
- **Human Resources Planning and Management:**
 - Determine appropriate staffing requirements for organizational management and program delivery;
 - Foster a positive, healthy and safe work environment and observe organizational policies and all current legislation and regulations;
 - Ensure best practices in staff management; and
 - Support staff performance through coaching and mentoring.
- **Financial Planning and Risk Management:**
 - Prepare an annual budget to the Board for approval;
 - Manage the approved annual budget and ensure adequate funding is available for the operations;



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- Adhere to the approved annual budget and communicate in an efficient and timely manner to the Board Chair and Treasurer (or delegate) of emerging financial issues that could impact the fiscal health of the organization;
- Ensure that sound bookkeeping, accounting and expenditure procedures are followed, including the preparation and execution of the annual audit;
- Provide the Board Finance Committee with comprehensive reports and summary financial reports to the Board at Board meetings;
- Ensure that the organization complies with all legislation covering taxation, withholding payments and other related legislation; and
- Identify, evaluate and minimize the risks to the organization, while ensuring the organization has adequate insurance coverage.

Qualifications

- Masters Level Education relevant to the role
- Minimum five years' experience working directly with board of directors in a management position
- Minimum five years' experience in a high-level leadership position directly managing teams of 30 plus
- Good to have 2+ years of experience working with Nonprofit organizations
- Satisfactory Vulnerable Sector Criminal Record Clearance
- A valid B.C. Driver's License (Class 5 or Class 7), and a suitable driver's abstract.
- Documentation that you are legally entitled to work in Canada
- A reliable personal vehicle

Competencies

- **Leadership Skills:** the ability to be aware of and sensitive to the needs of the workplace and employees; generate new ideas; implement sound and timely decisions; motivate employees; build and maintain productive working relationships; ensure a respectful workplace culture; and be accountable for one's own work. Emotional intelligence.
- **Supervisory Skills:** the ability to identify and resolve employee issues; delegate tasks appropriately; evaluate employees' performance objectively; develop employees and encourage their career growth. manage budgets; efficiently plan and prioritize resources; ensure a safe working environment; and adhere to policies and procedures.
- **Communication Skills:** the ability to work collaboratively with others; ability to mediate conflict, maintain confidentiality when needed; act as a member of the senior leadership team; verbally express ideas, facts, problems and solutions; provide written reports and communications; and oversee productive client feedback mechanisms.



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