

October 21, 2024

## **Executive Director Job Posting**

### **Langley, BC**

Ishtar Women's Resource Society (Ishtar) is seeking an Executive Director who has a strong passion for supporting women and children to live free from violence. The ideal candidate has senior leadership experience, an in-depth understanding of issues impacting women and children who have experienced violence, has experience in the non-profit sector, and is excited to lead and build on the capacity and assets of Ishtar.



### **About Us**

Ishtar is one of the oldest operators of Transition Houses in Canada. We advocate for, support, and empower women and their children affected by abuse, offering safe housing, counseling, and education. With a range of programs including Transition Houses, Outreach, Community-Based Victim Services, Domestic Violence Liaison, PEACE Child and Youth Counselling, and Stopping the Violence Counseling, Ishtar staff work to break the cycle of violence and build healthier communities. To learn more about our organization and our approach visit

[IshtarSociety.org](https://www.IshtarSociety.org)

## **Position Summary**

The Executive Director is responsible for implementing the strategic priorities identified by the Board of Directors to advance Ishtar's vision, and successfully meeting the organization's mission.

The Executive Director is entrusted to act ethically in leading the organization. The scope of responsibilities covers human resources, effective and safe delivery of services, financial management, community relations, advancement of capital projects, communication, education, and advocacy for the benefit of Ishtar's target population while minimizing and mitigating risk.

## **Competencies:**

**Strategic Leader-** Practices strategic leadership to achieve Ishtar's mission and strategic objectives.

**Financial Acumen-** Practices strategic leadership to achieve Ishtar's mission and strategic objectives.

**Experience with Unionized Settings-** Follows best practices of unionized work environments.

**Effective Communicator-** Creates buy-in. Breakdowns silos for enhanced service delivery.

**Engaging & Collaborative-** Inspires and collaborates with stakeholders including funders, donors, and community organizations. Demonstrates collaboration in day-to-day leadership practices.

**Client-Centered-** Puts clients at the centre of programming.

**Sound Decision Maker-** Engages in critical thinking. Solves problems.

**Organized-** Manages time and operations strategically and effectively.

**Ethical-** Practices ethical leadership.

**Change Leader-** Leads and manages change successfully.

**Committed to Learning-** Creates a learning organization.

## **Key Duties:**

### **Strategic Leadership**

- Implements the strategic plan as set by the Board. Ensures programs are aligned with Ishtar's priorities, vision, and mission. Develops policies and programs for Board approval.
- Plans and directs the agency's long-term and day-to-day operations and administration, directly or through reporting staff.

- Establishes and implements management and human resources policies. Hires qualified and competent staff. Appraises and supports them to grow and meet their job obligations. Provides leadership, mentorship and guidance to staff and managers.
- Reports to the Board, in a timely manner, all relevant information required for sound decision-making and enabling the Board to meet its obligations under the BC Society's Act.

### **Financial Acumen**

- Prepares budgets for Board approval, prepares funding proposals, secures on-going financial resources, and ensures sufficient revenue for the operations of the agency.
- Oversees approved budgets and expenditures per Ishtar's financial control and administrative procedures. Manages the organization's finances prudently and ensures financial health of the organization.

### **Risk Management**

- Ensures all professional licensing and/or other accreditation requirements meet legal, regulatory, and other requirements.
- Responds to the impact of legislative changes, resource needs, and other matters of importance to the organization.
- Plans, controls, and administers all agency activities and operations in accordance with statutory, constitutional, and other requirements.

### **Project Management**

- Approves and oversees major program/project contracts and priorities. Updates and improves policies and best practices as required. Oversees resource allocation for effective operations.
- Provide leadership and direction to project teams. Utilise change management best practices to motivate and guide your team.
- Manage project risks, implementing mitigations strategies as needed.

### **Community Relations**

- Fosters positive relationships with senior and other government officials, funding sources, donors, clients, and other community stakeholders. Promotes Ishtar's mission and increases community awareness of Ishtar and its services.
- Acts as Ishtar's spokesperson. Represents Ishtar at all relevant community, committee, fundraising events, and/or official functions. Builds relationships to enhance Ishtar's reach.

Oversees all marketing and communications efforts. Is responsible for successful development and implementation of fundraising activities.

### **Minimum Qualifications**

- Bachelor's degree in related field (Master's degree preferred).
- Five years of management and leadership experience.
- Sound working knowledge and understanding of issues impacting women experiencing violence.
- Demonstrated experience in successful implementation of strategic priorities, effective fundraising, and sound fiscal management.
- Proficient in the use of technology including but not limited to Office Suites as well as other web-based data management software.

### **Required**

- Satisfactory outcome of a criminal records checks and credit report.
- Valid Class 5 Driver's license and access to own vehicle
- Must be able to work on site for at least 80% of the time.
- Currently resides and is legally able to work in Canada.

### **Compensation**

- Salary Range: \$130,000-\$150,000
- Benefit: Extended Health Package as well as contribution to the Municipal Pension upon completion of trial period.
- This position offers competitive vacation, sick leave, and professional development upon completion of trial period.

**Your interest in this opportunity will remain confidential, and your application will not be shared with anyone outside of the hiring team at Ishtar.**

**Send your cover letter and resume in one pdf document indicating how you meet the qualifications to [HR@ishtarsociety.org](mailto:HR@ishtarsociety.org)**

**We encourage you to submit your application early. Closing date: Open until filled.**

For questions contact Pany Aghili, Principal Consultant at PossibilitiesUnlimited by emailing [Info@PossibilitiesUnlimited.ca](mailto:Info@PossibilitiesUnlimited.ca)

We thank all applicants for their interest, but only short-listed applicants will be contacted.