



VICTORIA SEXUAL ASSAULT CENTRE
Executive Director Job Posting – September 21, 2018

POSITION: Executive Director
TERMS: Permanent Part Time
SALARY: \$42 per hour (\$61,152- \$76,440) and a comprehensive benefits package
HOURS: 28 hours/week, with the potential to increase to 35 hours/week
OPEN TO: Women, Trans, Gender Diverse, and Two-Spirit applicants
LOCATION: #201-3060 Cedar Hill Road. Victoria, BC
APPLY BY: **October 8, 2018**

Along with your cover letter and resume, please submit a statement (of not more than 1 page) of your values and how you see those values demonstrated in your life's work to vsacboardcochairs@gmail.com.

VSAC is committed to employment equity. We encourage qualified applicants from members of visible minority groups, Indigenous people, persons with disabilities, LGBQ+ persons, Trans, gender diverse, Two-Spirit persons and others with the skills and knowledge to engage productively with diverse communities.

VSAC recognizes that experience comes in many forms, many skills are transferable, and passion goes a long way. If your experience is close to what we're looking for, please apply. We know that diversity of thought makes for the best problem-solving and creative thinking, which is why we're dedicated to adding new perspectives to the team.

If accommodations are required during this process, please let us know.

The Victoria Sexual Assault Centre (VSAC) is seeking an exceptional leader to fill the position of our Executive Director (ED). The ideal candidate is passionate, dynamic and brings a background of leadership experience in the anti-violence field; has a strong, decolonizing, anti-oppressive and intersectional feminist understanding of sexualized violence; and demonstrates a commitment to responding to the complex and diverse impacts of sexualized violence across different communities. The ED will report directly to the Board of Directors (“the Board”), provide visionary and strategic leadership to a diverse team of dedicated people while growing VSAC’s innovative programming, and championing VSAC’s mission, vision and values.

ORGANIZATIONAL OVERVIEW

VSAC is a registered, charitable, not-for-profit feminist organization committed to ending sexualized violence through healing, education, and prevention. We are dedicated to supporting women and all Trans survivors of sexual assault and childhood sexual abuse, through advocacy, counselling, and empowerment. Please review our [mission, values, beliefs and goals](#) to learn more about us and ensure your philosophy aligns with our organization.

VSAC provides a range of trauma-informed services including counselling, support groups, Victim Services, volunteer opportunities and the Victoria Sexual Assault Clinic. The award winning Sexual Assault Clinic is an innovative model of service delivery for recent survivors of sexual assault and the first and only one of its kind in BC. VSAC also leads the way in youth-led prevention education through our award winning violence prevention education program, [Project Respect](#).

VSAC is committed to understanding and responding to the ways sexualized violence overlaps with other forms of systemic oppression. Through community collaborations and our [Trans Inclusion initiative](#), our agency works to break down these barriers and increase accessibility to services, education, and healing for marginalized communities. VSAC is committed to the ongoing work of fostering Trans Inclusion at our Centre, and plays an important leadership role among sexual assault centers locally and nationally in sharing our process and practices for increasing inclusion of Trans, non-binary, 2Spirit, and gender diverse communities.

DUTIES AND RESPONSIBILITIES

Leadership

- Collaboratively develop a vision and strategic plan to guide the organization
- Lead and implement organizational change initiatives
- Foster a positive and engaged staff team, promoting organizational cohesiveness and effective performance
- Embrace innovation as an approach to supporting change and problem solving
- Ensure the Board is kept informed of the ongoing progress of the organization in meeting its mission and goals, to enable them to effectively perform their duties and responsibilities as a governance board
- Foster effective teamwork with the Board and also act as a voice for staff's concerns
- Flexible, easily able to adapt to the changing needs of the organization and the dynamic nature of working in non profit
- Ability to provide stability to staff

Financial Planning and Management

- Work with the Board and staff to develop the organization's budget (in excess of \$1 million)
- Ensure adequate control and accounting of all funds, including developing and maintaining sound financial practices
- Assess financial risk to the organization's security and programs
- Ensure the development and implementation of a realistic fundraising plan
- Work with the Board and staff to secure funding for the operation and growth of the organization

Operational Planning and Management

- Develop and maintain programs and services that work toward the mission and within the policy guidelines set by the Board
- Ensure all required records and documents are produced and maintained and are in compliance with municipal, provincial, and federal laws and reporting requirements
- Prepare monthly reports for Board meetings and an annual report for the Annual General Meeting

Human Resources Planning and Management

- Perform various Human Resource Management duties to ensure compliance with union contractual obligations, as well as provincial and federal laws regarding workplaces and employment
- Resolve conflicts involving personnel and manage staff performance and discipline as necessary within a unionized environment
- Encourage and support ongoing staff development and education

Program Planning and Management

- Provide leadership to staff in developing and maintaining programs and services that are dynamic and responsive to the needs of the communities VSAC serves, particularly those disproportionately impacted by sexualized violence. This includes working in collaboration with these communities in order to develop responsive programs and services.

Community Relations

- Ability to develop and foster community networks to support to the organizational goals
- Serve as an effective spokesperson for the organization: represent the programs and point of view of the organization to funders, politicians, donors, other organizations, and the general public
- Communicate with stakeholders to keep them informed of the organization's work and to identify community needs

WORKING CONDITIONS

- Indoor office environment
- Travel within and outside Greater Victoria area as required
- Exposure to information and records of a graphic and sensitive nature
- Periods of sustained sitting at desk
- Private office
- Computer and cell phone provided
- Willingness to be on camera (media relations, public awareness)

JOB REQUIREMENTS

- Demonstrated strong leadership skills to facilitate organizational change, decision making and strategic visioning that aligns with the anti-oppressive, intersectional feminist vision and mission of the organization. This includes supporting staff to do their work through this framework and supporting staff to build trust, work across differences, and develop anti-oppressive ways of collaborating to achieve the strategic vision.

- Experience in developing meaningful relationships and collaborations with community partners to create coordinated responses to gender-based violence across different community contexts including comfort working with criminal justice partners
- Demonstrated experience managing an operational budget in excess of \$500,000 and assessing risks to the organization's financial security and growth
- Experience administering Human Resources functions within a unionized environment including: full cycle recruitment, performance management, strategic HR functions, managing and leading a diverse team of employees working within multiple program areas
- Experience working with staff, the finance committee, and the Board in preparing a budget and ensuring the organization operates within budget guidelines
- Experience in government relations and lobbying government for funding or policy change
- Sound knowledge of fundraising, grant proposal and reporting, and donor relations
- Ability to ensure that funds are disbursed in accordance with contract requirements and donor designations
- Strong working knowledge of computer technologies and ability to effectively utilize software to enter data, prepare reports, and email communications

ADDITIONAL ASSETS

- Established community partnerships and networks
- Demonstrated success in fundraising (including annual campaigns, grants, major gifts, planned giving, and monthly donations)
- Experience working in an intersectional feminist environment
- Fluency in English and working knowledge of French or another language
- Experience with risk management
- Experience with Public Relations management

QUALIFICATIONS

Applicants should possess a Master's degree in Business, Social Sciences, or a related field with a minimum of five years executive management experience, including interacting with a Board of Directors or equivalent combined experience and education.

Criminal record check and vulnerable sector check required.

Only shortlisted applicants will be contacted.