



# Executive Director Job Description

## **PURPOSE OF POSITION**

Reporting to the Board of Directors, the Executive Director ensures the fulfillment of the Vision and Mission of WR through effective strategic and operational leadership, collaborative community partnerships, and exemplary people leadership. This position works with the Board and management to develop and implement WR's strategic priorities, and is responsible to ensure the overall sustainability of the organization.

The position requires a highly credible and committed leader able to drive the organization forward by her ability to envision and implement an unclouded vision, lead change, build positive working relationships and inspire a team committed to supporting women emerging from abusive situations. She exemplifies a feminist, anti-oppression, anti-racist perspective in her work based on an integrated understanding of gender-based violence against women and is able to contribute positively to local and systemic changes across the broader community.

## **SUMMARY OF DUTIES AND RESPONSIBILITIES**

### **1) Governance Support**

The Executive Director is a non-voting, ex-officio member of the Board of Directors responsible to inform, support and enable the Board to effectively discharge its governance obligations.

- Contributes and participates with the Board in the development of WR's Mission, Vision and Strategic Plan
- Advises the Board on matters of service policy, quality, evaluation, risk, financial and human resource issues
- Provides timely, accurate and informed advice to the Board through regular and ad hoc reports on organizational performance; Identifies risks associated with existing and emerging issues and presents risk mitigation strategies
- Advises the Board and its committees on the development of policies that address the organization's statutory and regulatory obligations
- Supports the Board's administrative processes related to Board meetings, Board recruitment and Board communications
- Functions as a liaison between the Board, staff and volunteers.



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## 2) Strategic and Operational Leadership

The Executive Director provides stewardship to the organization to ensure the Board's vision for WR of '*Safety, empowerment and equality for All women*' is implemented and its mandate achieved.

- Develops strategic short and long-term plans for the organization and acts as the Board's representative on significant matters affecting the community, staff, clients or funders
- Retains overall accountability for the agency's operations, people and service delivery so as to ensure adherence to applicable laws, operational policies, funding requirements and government reporting
- Establishes, in collaboration with the management team, accountability standards against which key organizational performance metrics are measured, evaluated and improved upon as necessary
- Fosters an organizational culture that values excellence, commitment, compassion and professionalism through established accountability measures along with personal demonstration of these attributes.

## 3) Programs and Services

The Executive Director is responsible to ensure that the organization's mission is fulfilled through the development, delivery and evaluation of the residential and non-residential services offered to WR's clients.

- Oversees the development, implementation and maintenance of service guidelines, protocols and documentation for all programs and services to ensure that the organization meets all legislative requirements, provincial standards and community expectations
- Monitors the performance of existing programs and ensures that they operate in such a manner that the objectives of the programs are met efficiently and satisfy funder requirements
- Ensures that the services offered to clients are provided within a feminist, anti-oppression, anti-racist framework and help them achieve their personal goals
- Identifies and pursues new funding and/or partnership opportunities for services that align with WR's Mission, Vision and strategic plan
- Develops proposals and budgets for new services for review and approval by the Board
- Negotiates contracts for new and ongoing services.



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## 4) **Human Resources**

The Executive Director is responsible for effective utilization of the organization's staff and volunteer resources, and compliance with all regulatory requirements.

- Approves the human resources plan and related policies including such things as the allocation of staff resources, approval of new programs and positions, implementation of salary and benefits changes
  - Establishes constructive working relationships with the Union to resolve issues. Leads the management negotiating team in union-management negotiations for a Collective Agreement.
  - Establishes operational procedures applicable to staff and volunteers on such things as recruitment, orientation, training, performance development, recognition and working conditions
  - Approves job descriptions for all new or changed staff positions
  - Assigns staff to positions that meet the needs of WR and fit the skill set of employees
  - Provides opportunities for staff, where appropriate, to be consulted regarding the development of WR policies and procedures.
  - Exemplifies and fosters a positive working environment where both individual achievement and team successes are celebrated
  - Supports staff in handling difficult client situations adopting, where appropriate, a trauma informed approach perspective
  - Provides for the safety and well-being of all staff, volunteers, clients and visitors to WR in accordance with applicable laws and regulations
  - Addresses complex employee matters in consultation with the Union, other management staff and/or the Board as appropriate
- 3) Ensures the organization adheres to all employment related legislation, including but not limited to the Employment Standards Act, the Human Rights Code, the Worker's Safety and Insurance Act, the Accessibility for Ontarians with Disabilities Act and the Occupational Health and Safety Act.

## 5) **Organizational Finances and Fundraising**

The Executive Director is responsible to secure, oversee and utilize financial resources sufficient to ensure the financial health of the organization.



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- Ensures fiscal integrity and provides effective oversight on all financial aspects of WR's operations based on sound fiscal management, astute budgetary analysis and accurate reporting
- Submits to the Board a proposed annual budget augmented by monthly financial statements which accurately reflect the projected and present financial condition of the organization
- Operates within the approved budget ensuring optimal resource utilization and maintenance of the organization in a positive financial position
- Identifies threats to the organization's financial position and brings these to the Board's attention along with strategies to reduce or eliminate the risk exposure
- Identifies new funding opportunities and approves grant applications in pursuit of funding
- Ensures the timely completion and submission of reports to government and other funders
- Reviews existing capital investments to justify their continued viability and advises the Board accordingly
- Oversees the development and implementation of fundraising strategies, goals and work plans aimed at supporting the organization's strategic priorities
- Responsible for signing all notes, agreements, and other financial instruments made and entered into and on behalf of the organization.

### 6) **Community Partnerships and Media Relations**

The Executive Director is responsible for the enhancement of WR's image and furthering the aims of the broader Violence Against Women (VAW) sector.

- Serves as the primary spokesperson to the organization's constituents, the media and the general public on WR matters
- Establishes and maintains positive relationships with various organizations and utilizes those relationships to strategically enhance WR's Mission.
- Represents the agency in the community at public functions, conferences, boards, and committees, as required
- Maintains a liaison with other organizations involved in the planning of interconnected social services
- Acts as an effective champion for projects and initiatives that seek to end violence against women
- Oversees and approves the development of community education activities and materials
- Participates in local, regional and national committees and activities of relevance to the issue of abused women and feminist issues, as required



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- Communicates with the Ontario Association of Interval and Transition Homes (OAITH) and other similar agencies on matters of common interest.

### 7) Property and Equipment

- Oversees all aspects of property management and tenancies in conjunction with the Board
- Ensures effective oversight and maintenance (including cleaning and capital investment) of assets including properties and equipment owned
- Manages relationships with vendors and oversees negotiations around lease agreements, contract management and purchasing arrangements.

### QUALIFICATIONS, KNOWLEDGE AND SKILLS REQUIRED

- Master's degree in women's studies or related discipline and a minimum of five years senior management experience in a non-profit social service agency, preferably in a field related to women's issues OR a related undergraduate degree with a minimum of eight years relevant work experience
- Demonstrated knowledge of and commitment to anti-violence and anti-oppression work, along with a thorough understanding of violence against women and a demonstrated feminist analysis, particularly as they apply to indigenous and other racially marginalized groups
- Proven management skills to establish and lead healthy, productive teams through engagement and collaboration; and the ability to establish constructive relations with the Union.
- Good knowledge of laws, regulations and requirements for Non-Profit Corporations operating in Ontario including employment related statutes and government reporting requirements
- Strong business acumen and demonstrated skills in budgeting, financial management, assessment of investment opportunities and familiarity with financial instruments. Some experience in successfully generating new revenue streams is a definite asset.
- Superior judgement, analytical, and problem-solving skills to enable assessment and evaluation of the impact of decisions, policies and strategies and to make sound management decisions and recommendations to the Board
- An exceptional ability to work effectively with the Board of Directors
- Superior organizational, evaluation, communication and interpersonal skills with strong oral and written abilities, including public speaking and presentation skills.
- A proven ability to network, build relationships, and maintain partnerships



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- Demonstrated experience in program development, implementation and evaluation
- Ability to work effectively with staff, Board members, community members, funders and service volunteers in order to advance the organization's mission
- Exceptional crisis management, conflict resolution, negotiation and mediation skills
- Strong public relations, community development skills and knowledge of related community resources
- Strong computer proficiency in Internet navigation for research, word processing, spreadsheets, and database applications. Familiarity with the potential application of and benefits of Artificial Intelligence (AI) is an asset.
- Proficiency in French language/additional language skills is an asset
- Ability to work some evenings and weekends on an as-needed basis
- Valid Ontario driver's license and reliable vehicle required for limited local travel.