



JOB POSTING

Title: EXECUTIVE DIRECTOR
Terms: Permanent, full time

Amelia Rising Sexual Violence Support Centre is dedicated to ending sexual violence and fostering a safe, supportive, just and equitable society.

JOB SUMMARY: Reporting to the Board of Directors, the Executive Director is responsible for the effective day-to-day operations and management of the organization.

Major Responsibilities:

- Effectively direct and oversee the short and long term plans and policies of the organization
- Provide leadership, management and motivation to staff and volunteers through effective goal setting, delegation and communication
- Ensure that the Board of Directors is fully informed of the operations of the Centre
- Assist the Board of Directors with research and development of policy directions for the Centre
- Hire permanent and contract staff with the assistance of an ad hoc Personnel Committee
- Continually monitor professional standards of staff and ensure all employee performance evaluations are completed on time
- Be the liaison with the public, funders, stakeholders, community partners, media and other collaborators
- Represent Amelia Rising on relevant community committees and maintain an awareness of changing community needs and trends
- Initiate and coordinate action and lobbying relating to issues of sexual violence and other issues pertinent to clients
- Be responsible for formulating an annual budget in collaboration with the Board of Directors and Treasurer
- Fulfill funding and grant requirements including developing grant funding applications, all project reporting and evaluations
- Ensure the planning and delivery of programs and services in a fiscally responsible manner
- Monitor ongoing expenditures and adhere to the approved annual budget
- Develop and implement (in collaboration with the Board of Directors) risk management and regulatory compliance including all financial, legal, insurance, health, safety and fire requirements;



- Provide support to the Board of Directors and attend monthly Board meetings, and Board sub-committee meetings as required
- Perform other duties as determined by the Board of Directors

Qualifications:

- A strong understanding of sexual violence from a feminist, anti-racist, anti-oppression perspective
- The ability to publicly represent Amelia Rising to various organizations, government agencies and media for the purpose of awareness, fund raising and community relations
- At least 5 years' experience in managing staff
- A University Degree or the equivalent in service or experience
- Excellent communication, time management, networking and interpersonal skills
- Demonstrated ability to work with diverse staff, volunteers and clients and an understanding of marginalized and diverse communities
- Knowledge of community-based economic, political and socio-economic conditions
- A proven track record in fundraising
- Negotiation experience with conflict resolution skills
- Fluent in both English and French
- Experience in report writing and conducting program evaluations
- Experience in a leadership role in the non-profit sector is an asset
- Experience working with a Board of Directors is an asset
- Experience in clinical supervision an asset
- Public speaking is an asset

Please submit a cover letter and resume by November 25th, 2022 at 4:30 pm to:

Hiring Committee,
Board of Directors
boardameliarising@gmail.com



Only applicants selected for an interview will be contacted. Amelia Rising is committed to a staff team that reflects diversity within the community.
NO PHONE CALLS PLEASE.