



**TITLE: EXECUTIVE DIRECTOR**  
**Terms: Permanent full-time**  
**\$55,000/yr, plus vacation and benefits**

**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.

**Key Duties and 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, including hiring of new staff
- Create and manage annual budget in collaboration with the Board of Directors and Treasurer
- Liaise 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
- Fulfill funding and grant requirements including developing grant funding applications, all project reporting, and evaluations
- Develop and implement risk management and regulatory compliance including all financial, legal, insurance, health, safety, and fire requirements
- Support and Collaborate with the Board of Directors:
  - Attend monthly Board meetings and sub-committee meetings as required
  - Ensure that the Board is fully informed of the operations of the Centre
  - Assist with development of policies and strategic directions

**Qualifications:**

- 5 years managerial experience; experience in a leadership role in the non-profit sector an asset
- University Degree in Business Administration or equivalent experience
- A strong understanding of sexual violence from a feminist, anti-racist, anti oppression perspective
- 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
- Experience in report writing and program evaluations
- Experience working with a Board of Directors is an asset
- Bilingualism, French and English, an asset



Please submit your application to:

Hiring Committee, Board of Directors  
[boardameliarising@gmail.com](mailto: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.