

Job Description

Position: Executive Director, Island Women Against Violence (IWAV)

Purpose of Position: The Executive Director is responsible for the overall management and administration of all programs operated by Island Women Against Violence. The Executive Director works within the framework of planning and policies approved by the Board of Directors to ensure the organization consistently fulfills its mandate and purpose.

Qualifications: Should possess a Master's degree in a related field or equivalent combination of training, experience and education. Must have sound knowledge and understanding in the area of violence against women and children and work from a feminist perspective.

Background and skills should include:

- experience in a non-profit society
- a minimum of 5 years management level experience
- proven ability to supervise staff and volunteers
- work experience in providing Women's Sector services
- demonstrated success in proposal writing
- excellent oral and written communication skills including group facilitation and computer skills.

Key Areas of Responsibility:

Accountability:

- Reports to the Board of Directors.
- Knows and adheres to IWAV's mandate, mission, vision, ethics, organization structure, policies and procedures.
- Ensures the Society's operations are in keeping with all legal and contractual obligations undertaken by the society.
- Works in a respectful and cooperative manner with all clients, volunteers and staff.
- Maintains strict profession standards of confidentiality and ethical behaviour at all times.
- Alerts the Board of Directors promptly of any extraordinary circumstances, including financial, legal or ethical issues the may arise.

Administration:

- Offers guidance and implements decisions of the Board in keeping with all legal and contractual obligations undertaken by the society.
- Assists the Board of Directors with policy development
- Is responsible for all aspects of contract management on behalf of the Society.
- Reports regularly to the Board of Directors and to the membership at the Annual General Meeting on the status of all the organization's programs.
- Ensures proper administration and security of all Society record keeping.
- Oversees payroll and payables operations for all programs and administers health benefits for all staff.

Fiscal Management:

- Works with the Board of Directors to provide sound overall fiscal management of the society.
- Ensures all programs operate according to IWAV Financial Policy and Procedures.
- In consultation with senior staff, prepares annual budgets for Board approval and monitors ongoing allocation of resources, in conjunction with the Finance Director and Bookkeeper.
- Prepares applications for funding including seeking new funding sources as appropriate, with Board approval.

Personnel Supervision:

- Ensures adequate, qualified staffing is in place in all programs.
- Fulfills all aspects of performance management including coordinating and participating in all IWAV hiring committees, ensuring orientation of new staff, providing regular supervision and annual evaluations to staff under direct supervision.
- Oversees and participates in all actions of progressive discipline and termination of any IWAV staff.
- Develops job descriptions and job postings for all programs in consultation with senior staff.
- In the absence of the TH Co-ordinator is available to staff for overall supervision and any emergencies that may arise.
- Ensures staff adherence to IWAV policies and procedures.
- Oversees payroll and payables operations for all programs and the administration of health and other benefits for staff.

- Manages professional development within program budgets.
- Ensures that IWAV Personnel Policies and Procedures are followed re vacation and other leaves of absence.
- Encourages staff input and involvement in the decision-making process.

Program Service Delivery:

- Works to ensure a high quality of client-based service delivery.
- Ensures all aspects of contracted services are fulfilled.
- Ensures programs have proper operating policies and procedures in place.
- Ensures there are regular staff meetings and that clinical consultation is available when needed.
- Provides emergency consultation to staff when off duty on an as-needed basis.
- Ensures all IWAV work sites consistently provide a safe, clean and welcoming environment.

Community Liaison and Public Relations:

- Is responsible for the development of strong links and good public relations with other community agencies and service providers.
- Is responsible for raising the profile of the agency within the community and for soliciting support from the community in areas important for the sustenance and growth of the society.
- Is responsible to oversee all fund raising activities of the society including but not limited to Transitions Store.
- Is responsible for external communications on the behalf of the organization, in conjunction with the Board Chair, and oversees all external communications relative to IWAV programming and services.
- Represents IWAV positively and professionally with the community, to government and to other agencies and profession associations.

Orientation & Training:

- Is proactive in the pursuit of relevant professional development.
- Attends meeting and conferences as necessary and appropriate.