



## Opportunity: Executive Director

PEI Rape and Sexual Assault Centre (PEIRSAC) is a feminist organization working to eliminate sexual assault/abuse, and to change the current socio-political culture that fosters sexism, social injustice and other forms of oppression. PEIRSAC has been supporting survivors of sexualized violence since 1983. Its therapeutic counselling, advocacy and prevention services are vital to creating communities free from sexualized violence and abuse.

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors.

## RESPONSIBILITIES

### Leadership:

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities.
- Foster effective team work with the Board and staff.
- In addition to the Chair, act as a spokesperson for the organization.
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
- Represent the organization at community activities to enhance the organization's community profile.

### Operational planning and management:

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Ensure that the operation of the organization meets the expectations of its clients, Board and Funders.
- Oversee the efficient and effective day-to-day operation of the organization.
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained.
- Provide support to the Board by preparing meeting agenda and supporting materials.

#### Program planning and management:

- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Ensure that programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality.
- Oversee the planning, implementation, execution and evaluation of special projects.

#### Human resources planning and management:

- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Recruit, interview and select staff that have the right knowledge, skill and experience to help further the organization's mission and provide necessary services.
- Ensure that all staff members receive an orientation to the organization and that appropriate training is provided.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance.
- Provide supervision to staff who report directly to the Executive Director.
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.
- Schedule regular meetings with the HR committee of the Board and seek advice as needed.

#### Financial planning and management:

- Work with staff and the Board (Treasurer/Chair) to prepare a comprehensive budget.
- Work with the Board to secure adequate funding for the operation of the organization.
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization.
- Participate in fundraising activities as appropriate.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.

- Ensure that the organization complies with all legislation covering taxation and withholding payments.
- Liaise with the auditor on an annual basis.

#### Community relations/advocacy:

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

#### Risk management:

- Identify and evaluate the risks to the organization's people (clients, staff, management, and volunteers), property, finances, goodwill and image and implement measures to control risks.
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage.
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.

#### Key relationships:

- Reports to the Board of Directors.
- Liaises with staff, volunteers, donors and members of the public and business community, media and other equity seeking organizations.
- Acts as ex officio member of Board sub-committees
- Influences provincial and municipal legislation.
- Negotiates and liaises with suppliers and contractors.

#### EDUCATION AND EXPERIENCE

- Graduate level University degree in a related field preferred.
- 5 or more years of progressive management experience in the not-for-profit sector organization is preferred.
- Knowledge & experience in feminist leadership and management principles as they relate to non-profit organizations.
- Knowledge & experience working with issues related to sexualized violence.
- Knowledge of relevant HR/payroll legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc would be an asset.
- Knowledge of current community challenges and opportunities relating to the mission of the organization.

- Knowledge and experience in human resource, financial and project management.

## COMPETENCIES

The Executive Director should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- **Respect Diversity:** Ensure that the work of the organization and all its staff is respectful of diversity.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

## WORKING CONDITIONS

Traditionally an office environment, currently a hybrid model of office and remote work. The mission of the organization may sometimes take the Executive Director to non-standard workplaces.

The range of hours stipulated as core hours of work is 35-40 hours/wk. This is primarily a self-directed position with respect to accomplishing the functions of the position and requires flexibility in the work day/week. Additional work outside standard office hours include monthly Board meetings and representing the organization at public events. This flexibility will be applied to time off where significant hours in addition to the norm have been worked.

PEIRSAC is committed to building a diverse staff team and encourages applications from candidates from Equity-Seeking groups who bring important perspectives to the work. Members of Equity-Seeking groups face collective barriers to participating in society due to historic, social, attitudinal, and environmental marginalization base on race, ethnicity, gender, age, disability, economic status, sexual orientation, gender identity, nationality, and other challenges to equal access, opportunities, and resources. We support leadership and employment opportunities for women, trans, Two-Spirit, and non-binary people.

## COMPENSATION

Salary \$85,000 - \$100,000 commensurate with experience  
Eligibility for benefits  
Eligibility for RRSP

## TO APPLY

Please send your resume and a cover letter to Deborah Langston, Chair, PEIRSAC Board of Directors c/o [admin@perisac.org](mailto:admin@perisac.org)