

Job Description

Job Description: Executive Director

Reports to: Board of Directors

Location: Charlottetown, PEI



Prince Edward Island
rape and sexual assault
CENTRE

Position Overview

The Executive Director (ED) is the chief executive officer of the PEI Rape and Sexual Assault Centre (PEIRSEC), responsible for the overall strategic leadership, management, and operational oversight of the organization. The ED ensures that programs and services advance the Centre's mission to support survivors of sexualized violence, advocate for systemic change, and educate the community on issues related to sexual assault, abuse, and gender-based violence.

Working in partnership with the Board of Directors, staff, funders, and community partners, the ED provides visionary leadership grounded in feminist, trauma-informed, equity-based, and anti-oppressive principles.

Key Responsibilities

Leadership & Governance

- Partner with the Board of Directors in developing, implementing, and monitoring the organization's vision, mission, and strategic plan.
- Act as a key advisor to the Board on all aspects of the organization's activities, trends, risks, and opportunities.
- Foster strong, collaborative, and transparent relationships with the Board, ensuring timely reporting, policy advice, and accountability.
- Serve as a spokesperson and ambassador for the Centre, alongside the Board Chair, in the community, with funders, and in the media.
- Model trauma-informed, feminist, and anti-oppressive leadership practices in all aspects of organizational culture.

Strategic & Operational Management

- Develop and oversee operational and annual work plans aligned with the strategic direction of the Centre.
- Ensure efficient and effective day-to-day management of all programs, services, and administrative functions.



- Draft and review organizational policies for Board approval; establish and monitor procedures to ensure effective implementation.
- Provide organizational support to the Board, including preparing agendas, briefing materials, and reports.
- Maintain compliance with all legal, contractual, and regulatory obligations.

Human Resources & Organizational Culture

- Determine staffing needs for both management and frontline service delivery.
- Support the recruitment, orientation, training, supervision, and evaluation of staff.
- Foster a healthy, inclusive, and safe workplace that prioritizes well-being, equity, and trauma-informed practices.
- Implement performance management systems, including regular feedback, annual performance reviews, and professional development opportunities.
- Support leadership development of supervisors and managers to strengthen their ability to mentor and coach staff in trauma-exposed environments.

Program Development & Service Delivery

- Oversee the planning, implementation, monitoring, and evaluation of therapeutic counselling, advocacy, education, prevention, and navigation support services.
- Ensure all programs are survivor-centered, trauma-informed, culturally safe, and aligned with best practices in sexual assault and gender-based violence services.
- Support continuous program improvement through evaluation, client feedback, and emerging sector research.
- Support the planning and delivery of special projects, pilot initiatives, and community-based interventions.

Financial Management & Fund Development

- Collaborate with the Treasurer to develop annual budgets, financial forecasts, and risk management strategies.
- Ensure sound financial management, including bookkeeping, cash flow monitoring, and compliance with funding agreements.
- Provide timely financial and operational reports to the Board.
- Lead grant-writing, donor stewardship, and fundraising initiatives to diversify and sustain revenue streams.
- Build and maintain strong relationships with funders, donors, and granting bodies.



Community Relations, Advocacy & Partnerships

- In collaboration with the Education & Prevention Manager, build and sustain collaborative relationships with survivors, community groups, Indigenous communities, health care providers, law enforcement, justice partners, educators, and advocacy networks.
- Represent the Centre in provincial, regional, and national coalitions on sexual violence and gender-based violence.
- Engage with policymakers and government officials to influence policy and legislation related to sexual assault services and survivor rights.
- Act as a media spokesperson to raise awareness, challenge stigma, and advance public education, applying anti-oppressive, feminist, trauma-informed, and anti-racist approaches to ensure inclusive and equitable messaging.
- In collaboration with the Education & Prevention Manager, promote the Centre's visibility and strengthen its reputation as a trusted, survivor-centered organization.

Risk Management & Compliance

- Identify, assess, and manage organizational risks related to service delivery, staffing, finances, facilities, and reputation.
- Always ensure appropriate insurance coverage and legal compliance.
- Safeguard the confidentiality, privacy, and security of client, staff, donor, and organizational records.
- Ensure staff and volunteers receive training on risk management, workplace safety, and trauma-informed practice.
- Ensure compliance with all relevant employment, occupational health and safety, and human rights legislation.

Qualifications & Competencies

Education & Experience

- At least 7–10 years of progressive leadership experience in non-profit, public sector, or social service organizations, preferably in sexual assault, domestic violence, gender equity, or trauma services, including demonstrated expertise in strategic planning, Board governance, program development, and staff leadership.
- Proven success in financial management, budgeting, and fund diversification.



- A minimum of a master's degree in Social Work, Counselling, Public Administration, Non-Profit Management, or related field (or an equivalent combination of education, leadership, and relevant experience).

Skills & Knowledge

- Strong understanding of feminist, trauma-informed, equity, and anti-oppressive frameworks.
- Knowledge of issues related to sexual assault, rape culture, gender-based violence, and systemic barriers facing equity-seeking groups.
- Handle sensitive and confidential information with discretion, adhering to organizational policies, legal requirements, and professional codes of conduct.
- Exceptional communication, advocacy, and public relations skills.
- Strong relationship-building skills across diverse communities and stakeholders.
- High emotional intelligence, resilience, and ability to manage in trauma-exposed environments.
- Skilled in conflict resolution, mediation, and collaborative leadership.
- Valid driver's license, reliable transportation, and current Vulnerable Sector Police Check.

Key Relationships

- **Board of Directors:** Reports directly; supports governance, strategy, and compliance.
- **Staff:** Provides supervision, guidance, and leadership.
- **Clients & Survivors:** Indirect relationship; ensures services meet survivor-centered standards.
- **Funders & Donors:** Maintains strong partnerships to ensure sustainability.
- **Community & Government:** Builds coalitions and advocates for systemic change.

Working Conditions

- Full-time position with flexible scheduling, including some evenings and weekends.
- Occasional travel within the province/region required.
- The role involves exposure to sensitive subject matter, requiring emotional resilience and regular self-care.
- This is an in-person position with some hybrid work arrangements possible depending on organizational needs.

