



## Job Description

### Executive Director

#### THE ORGANIZATION

Bridges for Women Society is a not-for-profit, charitable agency with 34 years of experience in employment services for women with a background of abuse and trauma. Bridges is a gutsy, feminist, strengths-based community agency. Our innovative, trauma-informed healing, education and employment programs inspire a diversity of women. The women we serve, who are impacted by trauma, violence, abuse or neglect, are given the tools and support to reclaim their lives and build economic security. Bridges draws on its extensive knowledge of the impacts of abuse on employability to provide education, training and consulting to community agencies, employers and government.

#### OUR VISION

Every woman affected by violence or abuse will have the economic security to sustain herself and her family in safety, health and freedom.

#### PURPOSE OF THE POSITION

The Executive Director is responsible for the overall leadership, operational and fiscal management of the Bridges for Women Society in accordance with the strategic direction set by the Board of Directors. In particular, the Executive Director is responsible for supporting and overseeing new initiatives, monitoring and enhancing existing programs, developing and nurturing external stakeholder relations, directing fundraising and communications activities, and providing Staff supervision, while reporting regularly to the Board of Directors.

#### REPORTING RELATIONSHIPS

The Executive Director is accountable to the Board of Directors and reports to the Co-Chairs of the Board. Program Coordinators and contractors report directly to the Executive Director, and it is expected that the Executive Director will also have to create and maintain effective working relationships with all levels of the organization.

#### WORKING ENVIRONMENT

The Executive Director often deals with highly sensitive and confidential matters and works under pressure with many competing priorities. Bridges' work is carried out by many individuals from a variety of public, private, not-for-profit and business organizations.

The culture of Bridges incorporates a feminist approach. Our organization operates from a belief in:

- the potential of women,
- consensus,
- integrated leadership at all levels that balances exemplary emotional support with task accomplishment and accountability,
- adult education, and

## **SPECIFIC ACCOUNTABILITIES/ DELIVERABLES**

### **Organizational Leadership**

The Executive Director is the primary organizational leader, and in this role, will:

- Plan and coordinate work that fulfills Bridges' mandate to inspire women impacted by violence and/or abuse, to reclaim their lives and build economic stability
- Provide leadership, direction and support to Bridges' Staff
- Facilitate the successful development and implementation of an annual strategic plan through collaboration with Staff and the Board of Directors
- Identify and mitigate risks, seek opportunities for enhancing outcomes and ensure perseverance and focus on the agreed upon objectives
- Represent Bridges in the community to enhance the profile and visibility of the organization, and Bridges' support of women
- Act as the official media spokesperson for Bridges for Women Society
- Create and build trust between Staff, Board members, and community partners

### **Change Management**

The Executive Director will work with the Board to lead organizational change. In so doing, the Executive Director will:

- Plan a change management strategy and timeline to design and prepare appropriate communications and engagement in change initiatives
- Lead the change, supporting Staff and Stakeholders in the process
- Ensure changes to business processes and organization structures occur in response to new goals and strategic priorities while upholding the core values of the organization

### **Program Planning**

The Executive Director will support the Program Coordinators to develop annual work plans for each of the program areas and lead an annual process within the organization for longer term planning. As part of this planning function, the Executive Director will:

- Maintain an overview of the Society's programs, which ensures that all plans and practices fit with overall goals set by the Society
- Facilitate the discussion and consensus process according to Bridges' operating principles and Society policies



### **Community Relations and Partnerships**

The Executive Director will work with the Program Coordinators to:

- Facilitate and maintain community relationships
- Ensure appropriate liaison with funders
- Lead outreach and networking with referral agencies
- Provide appropriate responses to media inquiries
- Strategically promote Bridges' programs and the agency's profile
- Deliver managerial and technical leadership to partnership initiatives

### **Promotion and Fundraising**

The Executive Director will support developing and managing an annual fundraising plan to:

- Diversify and coordinate fundraising efforts
- Ensure recruitment and stewardship of donors
- Target appropriate fundraising opportunities, including planning for, participating in writing and overseeing grant submissions
- Plan for appropriate informational and promotional materials

### **Financial Responsibilities**

The Executive Director is responsible for sound financial management and control, budget preparation and forecasting to support executing the strategic plan and therefore will:

- Present the organization's financial plan to the Board of Directors demonstrating how the overall vision and program objectives will be met in addition to how they are performing throughout the year
- Support the Finance Coordinator to oversee and monitor the budgeting and reporting processes, giving direction and providing relevant, updated information that affects financial statements
- Act as a signing officer for the Society
- Collaborate with Program Coordinators in negotiating contracts
- Bring extraordinary expenditure requests to the Board of Directors
- Participate in the annual financial review
- Collaborate with Program Coordinators to ensure timely submission of invoices, payments and reports to Funders

### **Human Resources**

The Executive Director will work with the Program Coordinators to:

- Provide effective leadership to Staff, Volunteers, practicum Students and Contractors, including recruitment, onboarding and training, performance management and career planning, progressive discipline and separations, conflict resolution and other employee engagement activities, and vacation scheduling
- Promote a healthy and safe work environment for Staff, Volunteers, practicum Students and Board Members
- Set an example of following all human resources policies and procedures
- Facilitate team building among Staff and Board as needed
- Oversee job description updates
- Maintain accurate and up to date employee records

### **REQUIREMENTS FOR THE POSITION**

#### **Education and Training**

A Master's Degree in social sciences, public administration, business management, leadership is preferred, or an equivalent combination of education and experience.

#### **Experience**

Minimum 5 years of senior management experience, including experience:

- working with a Board of Directors in a not-for-profit organization
- involving issues related to poverty, homelessness, mental health and/or addictions
- working with cross-sector teams and/or combination of public and private sector groups, particularly with government, not-for-profit organizations and First Nations'
- managing a variety of complex tasks and projects including finances, forecasting, budgets, fundraising and program management, project management, and policy development as a connector/synthesizer, coordinating multi-stakeholder groups while managing a variety of complex tasks/projects
- managing sub-contracting and accountability processes with multiple Stakeholders and/or Funders
- in contract negotiation and conflict management
- leading and managing a moderate sized team
- utilizing online education programs

**Skills**

- Sound verbal and written communication skills to prepare strategies, business cases, key messages and briefing materials, along with effective day-to-day communications
- Effective time management, prioritization, organization, and reporting skills to oversee and administer the wide scope of responsibilities
- Demonstrated experience public speaking
- Using and leading others in computer/internet software systems for online education programs and office applications
- Ability to use Moodie would be an asset