



Executive Director - Job Description

Reports to:	Board of Directors
Location:	On-site, Sooke, BC
Hours:	Full-time, Salaried (35 hours per week, on-call as needed)
Compensation:	Includes benefits and access extended medical and dental, a Municipal pension plan with 3 weeks' vacation provided

Organizational Overview

The Sooke Transition House Society (STHS) provides safe, inclusive, and supportive shelter and services to women and their children impacted by gender-based violence. Our work is grounded in intersectional feminist values and guided by a deep commitment to equity, cultural safety, and self-determination. We offer a continuum of services, including emergency shelter, housing, counselling, outreach, and advocacy. Through community education and systems change, we strive for a world free from violence, discrimination, and gender-based inequity.

Position Summary

The Executive Director (ED) provides strategic, operational, and values-based leadership to the Sooke Transition House Society. Reporting to the Board of Directors, the ED is responsible for the overall management of the Society's programs, staff, and resources, ensuring services are delivered in alignment with contract obligations, best practices, and the organization's feminist, trauma-informed values.

The ED oversees daily operations, nurturing a strong, inclusive organizational culture, and responsible for all human resources (union and non-union), finance, compliance, and quality assurance. They will work in close collaboration with the funders, community partners, and the Board to achieve the Society's mission and strategic goals.

As the public representative of STHS, the ED strengthens the Society's presence in the community, leads contract negotiations, ensures effective funder relationships, and fosters partnerships that support sustainable service delivery and long-term impact.

Key Accountabilities

Financial Management

- Leads the Society's financial management, working closely with the Bookkeeper and Treasurer to develop and manage the annual budget, implement sound financial policies and oversee the external audit process
- Prepares and presents annual budgets and monthly financial reports to the Board, ensuring clarity, accuracy and strategic alignment



- Provides fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position
- Works closely with the Board, Auditor and key funders to ensure contractual and policy compliance, including timely contract review and submission of applications, reports, and budgets
- Oversees and monitors all performance quality improvement and risk management activities to ensure the organization, its staff, clients, and volunteers are sufficiently protected from harm, liability, and other claims
- Supports program leadership with financial insight to inform and advance program development initiatives

Program Leadership & Team Oversight

- Provides strategic supervision and guidance to the Program staff, ensuring effective program delivery and alignment with the Society's mission and priorities
- Oversees all aspects of team management including staff selection, performance planning, scheduling training, and professional development
- Leads all HR related functions such as performance reviews, employee and labour relations, and when necessary disciplinary action
- Develops and implements operational, management, and human resource policies in alignment with the BCGEU collective agreement and evolving government requirements
- Ensures all policies and procedures are adhered to and reflect the Society's mission, values and commitment to equity
- Ensures compliance with safety and legal standards, including up-to-date criminal record checks for all staff and volunteers

Board Relations & Governance Support

- Ensures and support ongoing strategic planning and implementation across the Society
- Ensures the Board is well informed through timely, accurate communication and monthly reports covering financial and contractual updates
- Supports AGM preparations including membership updates, communication and logistics
- Leads the preparation of the STHS Annual Report and ensure all required filings and insurance coverages are up to date
- Coordinates Board training and development based on identified needs
- Carries out additional duties as requested by the Board to advance the Society's mission

External Relations & Community Engagement

- Cultivates collaborative relationships with community agencies, referral partners, and supporters to enhance the Society's presence and impact
- Manages all media relations and ensures a consistent, positive reputation and public profile.



- Represents the Society at events and maintains a visible, strong presence within the community.

Fund Development

- Identifies and secures grant opportunities to support the Society's financial sustainability
- Fosters and maintains strong relationships with current and potential funders, government representatives, and sector partners including but not limited to: Departments and Ministries related to women's and children's health and safety, District of Sooke, BC Society of Transition Houses, Ending Violence Association of BC, Police Victim Services BC, BC Housing, Ministry of Public Safety & Solicitor General, United Way of Greater Victoria, BC Gaming Branch, PECSF (BC government employees' contributions)
- Collaborates with the Board, volunteers and Society staff on fundraising initiatives and donor engagement
- Oversees the donor acknowledgement process and supports the Bookkeeper in ensuring tax receipt compliance

Professional Development

- Maintains current leadership knowledge on gender-based violence and anti-violence work through professional development and training
- Actively builds awareness and capacity in equity, diversity and inclusion
- Attends relevant conferences and networking events with the Board's approval

Education and Experience

- 5+ years of senior management experience, ideally in the rural, non-profit services sector
- A degree and/or diploma in Social Work or related field, a relevant discipline is preferred, OR equivalent education and experience may be considered
- Strong background in financial management and in the administration, management, development, and evaluation of programs, particularly within anti-violence or related social impact sectors
- Proven ability in successful grant writing and identifying new funding streams
- Knowledgeable in community development initiatives, social programs/services and sector specific legislation, regulations and acts including the Child, Family and Community Service Act, Employment Standards, Occupational Health and Safety and others
- Experience working with funders, governing bodies, skilled in facilitating meetings with Knowledge of relevant provincial, national, and local organizations and resources
- Sound knowledge of gender-based violence in all of its forms
- Experience providing managerial oversight in a unionized environment
- Proficient with various software applications including MS Office, government online reporting systems, QuickBooks Online, relevant apps and VOIP



Required Skills and Abilities

- Strong leadership, organizational development and change management skills, with experience in capacity building
- Skilled in governance-based leadership with the ability to work collaboratively with a Board of Directors, government partners and professional services
- Strategic thinker capable of aligning vision, mission, and objectives, with actionable work plans
- Proven ability to build positive community relations, foster a strong culture and improve stakeholder relationships
- Committed to equity, diversity, inclusion, and indigenization in all areas of leadership and organizational culture
- Demonstrated trauma-informed, safe, and inclusive approach that supports staff's physical, psychological, and social well-being
- Excellent verbal and written communication skills are essential for proposal development, report writing, and grant writing
- Highly organized, with excellent record-keeping, management, and HR skills including supervision and coaching
- Knowledge of STHS programs and services considered an asset

Additional Requirements

- A successful criminal record check and signed confidentiality agreement is required prior to employment.
- Evening work is required; weekend work and occasional travel may also be necessary to fulfill organizational responsibilities.
- Given the 24/7 nature of the organization's operations, the position requires availability to respond to emergencies as needed.