

## Bethesda House Executive Director

### Job Posting

Bethesda House has evolved from a small shelter for abused women and their children to a well-known and respected agency providing a comprehensive system of professional supports to diverse individuals dealing with all types of abuse and gender-based violence including, but not limited to intimate partner violence, sexual assault, human trafficking, familial abuse, cultural violence, and elder abuse.

Bethesda House's Vision – "A safe and inclusive community, free from all forms of gender-based violence and abuse" continues to be needed more than ever in a community where intimate partner violence (IPV) has been declared an epidemic.

Mission - In a partnership with our diverse community, Bethesda House provides secure shelter, outreach services, woman-centered advocacy, education and other supports to women and their children, empowering them to overcome the fear and oppression resulting from gender-based violence and all forms of violence.

Bethesda House provides inclusive, secure emergency shelter, outreach services, woman-centered advocacy, prevention, education, and other supports to women and their children, empowering them to overcome the fear and oppression resulting from all forms of gender-based violence and abuse.

Bethesda House does not just provide supports to survivors, but also works towards prevention of gender-based violence with adults, youth and children through education and awareness strategies in schools and the community in general. Our future holds the belief that men are our partners in dealing with and eradicating the problem of abuse and violence in our community and that children deserve to grow up experiencing and understanding healthy, respectful personal relationships.

Bethesda House is a leading organization in the community and within the sector. A primary goal is to eliminate as many barriers as possible for individuals accessing our services, and to this end, Bethesda House was one of the first programs in the province to bring pets into the shelter with their owners.

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## Position Description:

Bethesda House is recruiting a highly skilled individual who is committed to making a positive impact in the lives of women, youth, and children experiencing gender-based violence and abuse.

The Executive Director, Bethesda House, reports to the Board of Directors. The Executive Director will bring leadership, collaboration, planning, project management and exceptional communication skills to this role.

The Executive Director

Salary range: \$92,000 to \$102,000, commensurate with experience, plus benefits.

## Education, Qualifications and Experience

- A university level degree in social work, healthcare administration or equivalent
- A minimum of 5 years of progressive experience in leadership roles, including experience directly related to non-profit management, systems advocacy, and fund development
- A combination of education and experience in non-profit management, social service work, or public administration
- Ability to manage change associated with organizational growth, transitions, and social services evolution
- A strong and demonstrable understanding of intimate partner violence (IPV), gender-based violence (GBV) and the associated systemic factors
- A strong and demonstrable record of working with all levels of government
- Strong and effective verbal communication skills, including public speaking experience
- Proficient in report development, including briefing notes and business plans
- Proven fund development skills in a non-profit environment that includes establishing diverse contributed and earned income sources
- Demonstrated experience in creating, monitoring, analyzing and reporting organization budget that aligns with strategic and programmatic priorities.
- Familiarity with working with financial staff, accountants and auditors, as well as legal and regulatory requirements to ensure accurate and transparent financial management for non-profit financial practices.
- Previous experience designing, implementing, and evaluating projects
- Ability to foster good public relations and effective working relationships
- Experience managing within a unionized work environment and collective bargaining
- Experience in leading and working with a multi-disciplinary and diverse staff
- A passion for serving the survivors of the domestic violence community, creating a culture that allows for self-sufficiency and growth

- Intermediate knowledge of computer applications, including Microsoft Word, Excel, and PowerPoint
- Organizational and effective time management skills to meet multiple deadlines/priorities in a timely manner
- Experience in researching and applying for grants to meet the needs of the organization
- Strong capability to meet clients where they are by using active listening skills, discernment and empathy
- Strong communication skills and the ability to navigate difficult interpersonal situations and conflicts toward solution-focused resolution
- Experience reporting to and working with a diverse Board of Directors

#### **Duties and Responsibilities:**

- Leads a motivated team of staff to provide high-quality service and fulsome support to shelter and community clients
- Works in collaboration with a diverse community and plays a critical role in maintaining the social safety net for the shelter's clients and their pets in the Durham Region and beyond.
- Implements proactive prevention strategies including educational outreach to raise awareness in the community with the goal of partnering with its citizens to eliminate all forms of domestic abuse and gender-based violence
- Plans, organizes, leads and controls the activities of the department including; supporting and promoting a culture of professional growth, responsibility, respect, safety, performance recognition, and instilling an appreciation for our mission, vision and values.
- Lead the day-to-day operations of Bethesda House
- Provide regular progress updates, including financial, narrative, and recommended corrective actions to the Board of Directors
- Participate as required in different forums, including local and provincial meetings
- Grant and proposal development
- Liaise and build strategic relationships with key delivery partners
- Work directly with management to achieve key targets and implementation milestones are met
- Operation management to support the strategic direction of the organization
- Risk management and compliance experience to mitigate liability and minimize risk for the agency while maintaining accountability to funding bodies and stakeholders
- Ability to maintain a high degree of confidentiality and exercise diplomacy when dealing with staff and clients
- Expert knowledge of industry legislation and policies
- Experience managing a team and functions related to human resources management
- Experience managing and reporting budgets and having financial oversight for all aspects of the agency that aligns with organizations objectives
- Work, engage, and collaborate with partners to ensure community safety
- Identify emerging issues/challenges and proactively work to mitigate and resolve them

- Attend Board of Director meetings and prepare relevant material, as required
- In-person attendance on a regular basis is required

### **Conditions of Employment:**

The terms and conditions of employment are in accordance with Bethesda House's policies and procedures.

Successful External applicants must provide:

- A satisfactory Criminal Investigation Reference for the vulnerable sector, dated within the past six (6) months
- Minimum of 3 recent professional references including at least one from a direct supervisor

Accommodation will be provided in all parts of the recruitment and assessment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Applicants need to make their needs known in advance

At Bethesda House, we value inclusion and diversity. We are committed to fostering a culture that is respectful, inclusive and accessible and to employing a workforce that is representative of the diverse community we provide services to. As an equal opportunity employer we welcome applications from all qualified applicants

### **Interested in this role?**

For more information about the position and to submit your application by November 8, 2024, please forward your resume and cover letter directly to [BoardofDirectors@bethesdahouse.ca](mailto:BoardofDirectors@bethesdahouse.ca)

In the subject line of your email, please write *Executive Director Application*

*Issues with applying? Please email [BoardofDirectors@bethesdahouse.ca](mailto:BoardofDirectors@bethesdahouse.ca)*

We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.