



Terrace Women's Resource Centre Society

Are you an experienced non-profit leader ready to manage a well-established organization?

We are looking for an **Executive Director** with an in-depth understanding of issues affecting women and their communities, from childcare to reducing violence.

TWRCS provides community programming for all ages and stages, resources for parents and early childhood educators, and advocates for gender equity and safety for all.

Learn more about TWRCS: www.twrcs.ca.

The ideal candidate has strong people and financial management experience, and demonstrates support for equity, diversity, and inclusion principles. The ED is responsible for overall leadership and day-to-day management, including operations, program planning, human resources, and finances, and is excited to lead and build TWRCS capacity.

The Opportunity: Executive Director

Full-time/Permanent

Flexible hours considered; 65,000 – 85,000 annual

- Budgeting, financial management, and reporting
- Human resources management in a unionized environment (CUPE)
- Grant-writing/contract management
- Staff supervision in a non-profit setting; currently 3 FT and 3 PT staff plus contracted professionals and volunteers
- Implement strategic plan as set by the Board; ensure programs that align with our mission and meet community needs

Qualifications/Experience

- Relevant social services degree, plus management certificate
- 5 years management and leadership experience
- 5 years financial strategy and management
- A combination of lived experience and education may be considered
- Knowledge of the people and communities served by TWRCS
- Knowledge of early years topics and of systems change to reduce gender-based violence and racism
- Expertise with business and creative software, including SAGE
- Satisfactory Criminal Record Check
- Valid Driver's License and access to own vehicle
- Legally able to work in Canada

Can't tick all the above? If you have some of the skills and are willing to use your talent to learn the rest, we encourage you to apply!

Deadline: Posted until filled.

How To Apply

Send your résumé and cover letter to admin@twrcs.ca using the subject line "Executive Director."

Thank you

We thank you all interested applicants; however, only those candidates being considered for an interview will be contacted.