Alternatives for Women
PRINCE EDWARD COUNTY, ON

Executive Director - Job Posting

Alternatives for Women (AFW), established in 1987, is a feminist organization, that provides Second Stage Housing, community counselling, and transitional services to abused women in Prince Edward County. AFW is seeking female applicants for the Executive Director position. We are looking for someone who is deeply committed to supporting all women and youth experiencing violence and to working collaboratively with communities to eliminate all forms of violence. We are, also, seeking someone who can continue the positive development of the organization and team.

Position Summary

- Provide effective/responsible leadership, oversight and direction while utilizing a cooperative and collaborative management style and ensuring professionalism, excellent service delivery and adherence to organizational policies and procedures by all program staff, students, and volunteers
- Manage all aspects of Human Resources including the recruitment, training, supervision, and support of employees. 4-5 staff members report to this position.
- Respond to a variety of crisis situations, providing intervention and issue resolution
- Collaborate with partners/stakeholders and participate in system-level planning tables
- Manage the organization's finances, including program specific budget preparation, financial projections, and expenditure control
- Secure funding, develop programs, and provide time sensitive reports to the Ministry of Children, Community & Social Services and Board of Directors
- Represent the organization by handling public relations, including media interviews
- Develop and implement agency policies, practices, protocols, strategic plan and work plans
- Manage the maintenance, repairs and upgrades for two residential buildings containing ten Second Stage Transitional Housing units, and approve all resident admissions/plans of care

Qualifications and Requirements

- Postsecondary education in Social Work, Human Services, Nonprofit Management, Public Administration, Business Administration, Gender Studies, or a related field; equivalent combination of education and experience will be considered.
- Minimum 3 years of leadership experience in the nonprofit, social services, housing, community development, or related sector.

- Demonstrated experience managing staff teams, including supervision, performance management, coaching, and organizational development.
- Proven experience in financial management, including budgeting, financial reporting, audit preparation, and funder accountability.
- Experience working with or reporting to a Board of Directors and a strong understanding of nonprofit governance.
- Experience developing, managing, and evaluating programs and services.
- Strong understanding of violence against women, gender-based violence, trauma-informed practice, and intersectional feminist, anti-racist, and anti-oppressive frameworks.
- Excellent communication, relationship-building, and advocacy skills.
- Valid driver's licence and reliable access to transportation.

Assets

- Experience within the violence-against-women, housing, homelessness, or community-based social service sectors.
- Experience serving rural communities and understanding the unique challenges faced by survivors in rural settings.
- Demonstrated success in grant writing, fund development, partnership development, and securing funding opportunities.
- Experience with media relations, public education, and community engagement.
- Knowledge of Ministry of Children, Community and Social Services (MCCSS) funding and reporting requirements.
- Knowledge of relevant legislation, regulations, and standards affecting nonprofit organizations, housing programs, employment practices, and privacy requirements.
- Proficiency with Microsoft 365 applications, databases, and financial management software.
- Multilingual abilities, including ASL, considered an asset.
- Current CPR and First Aid certification.

A detailed job description is available on request.

Forward resume and cover letter to the attention of:

Emily Cowan, Board Chair
Alternatives for Women
Email: info@alternativesforwomen.ca