



The Stop Abuse in Families (SAiF) Society is a charitable organization with a mission to promote healthy respectful relationships through education, advocacy, & support. We offer services to those who have been impacted by family violence and abuse in St. Albert, Sturgeon County, and surrounding rural communities.

INTRODUCTION

Since 1989, the Stop Abuse in Families (SAIF) Society has been working to promote healthy, safe, respectful relationships in our local communities. We serve residents in St. Albert, Sturgeon County, and nearby rural areas. Our agency provides both preventative and responsive services and programs to children, youth, adults, seniors and families to develop, encourage, & advocate healthy relationships.

Reporting to the Board of Directors, the Executive Director is responsible for the strategic and operational leadership of SAiF to advance the organization's programming and fundraising needs. The Executive Director facilitates and participates in initiatives to enhance community and stakeholder engagement, while providing mentorship and guidance to staff and volunteers. The ideal candidate embodies our core competencies including: leading with courage, making thoughtful decisions, thinking strategically, nurturing teamwork, promoting purpose and vision, managing the work and driving results.

SAIF Vision

Working towards a society free of abuse.

SAIF Mission

To promote healthy, respectful relationships through education, support and advocacy.

SAIF Values

We believe each individual has dignity, is unique & deserves respect. Each individual shall live without fear of physical, sexual, emotional, verbal, financial, cultural, or spiritual abuse.

We do not discriminate on the basis of age, race, ethnicity, family or marital status, gender identity or expression, language, disability, political affiliation, religion, sexual orientation, socio-economic status, veteran status, or other characteristics that people may define for themselves.

KEY ACCOUNTABILITIES & RESPONSIBILITIES

Strategic Leadership

- Ensure the successful implementation of SAiF's strategic plan and the Board's strategic overall direction.
- Build and develop effective relationships with government and stakeholders.
- Champion an equitable, diverse and inclusive organization that advocates for its work at a local, regional, provincial, and national level as appropriate.
- Ensure financial accountability and effective stewardship of all funds.
- Engage with the board in annual and long-term strategic planning with responsibility for the implementation of all objectives.
- Elevate and champion the SAIF brand strategy that will result in an increase in donor recognition and donor funding.
- Communicate and build understanding of the brand, vision, mission, and key goals among employees, stakeholders, and the community at large.



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Board Support

- Provide professional advice and support to the Board with respect to planning, policy, and governance.
- Make recommendations to the Board regarding policies, organizational structure and general supervision of SAIF, and implement SAIF policies and objectives.
- Ensure the Board is well informed and kept up-to-date with internal and external issues that may impact the organization and/or Board decisions. Identify and provide information on any issues and opportunities that may be relevant to the Board.
- Maintain open, transparent, and timely communication with the Board.
- Serve as a resource to the Board, especially to the Board Chair.
- Support and enable the effectiveness of the Board by actioning directives/decisions made at the Board level.
- Report regularly to the Board on strategic plan execution, financial performance, and risk management.

People Leadership

- Lead an organizational culture that is safe, ethical and collaborative and which attracts, retains, and motivates employees to contribute to the successful delivery of programs and services that are in alignment with SAiF's vision and mission.
- Oversee all human resource matters including recruiting, training, coaching, mentoring and evaluating staff and volunteers while ensuring a collaborative workplace culture that is in accordance with legislative requirements and standards.
- Recognize staff and volunteers for their work and achievements through an innovative reward and recognition program.
- Ensure all professional, licensing, or other accreditation requirements are in place to satisfy legal, regulatory, and other requirements.
- Champion a culture of internal excellence that emphasizes not only the “what” but the “how” of achieving results.
- Takes ownership of all reports related to SAIF (annual reports, etc).
- Lead the 8 staff members who directly and indirectly report to the Executive Director.

Service Delivery

- Recognize the diversity of the SAiF's stakeholders to evolve programming and delivery strategies, to ensure the organization is well positioned to serve and engage its community.
- Lead and implement program quality improvement plans and initiatives.
- Ensure organizational operations are lawful, professional, ethical, prudent, and consistent.
- Prepare and oversee the development and implementation of policies and procedures.
- Ensure that the organization meets any and all agreement and/or contractual obligations.
- Actively demonstrate a commitment to inclusion and diversity.
- Stay informed of any issues or challenges that may impact SAIF.

Financial Administration & Risk Management

- Create an annual budget and manage conditions throughout the year to achieve targets.
- Effectively manages a total budget of approximately 700K per year.
- Establish and monitor financial controls and procedures.



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- Work with staff, the Board Treasurer and auditors to ensure all financial reporting is complete and accurate.
- Ensure all financial aspects of SAiF operations are managed in a responsible, ethical, timely and resourceful manner to optimize program delivery and sustainability.
- Oversee and ensure risk management policies and procedures are sufficient to protect the organization, employees, and/or volunteers.
- Takes responsibility for locating all eligible grants and applies for these grants in a timely and effective manner.

Communications & Fund Development

- Ensure the organization maintains a positive profile in the community through the use of social media, print media, networks, partnerships, and other avenues of communication and marketing.
- Build and demonstrate consistent messaging for communicating the organization's vision, mission, strategic objectives, and short- and long-term initiatives.
- Actively engage with stakeholders including donors, grantees, potential donors, investment advisors, volunteers, and others to ensure that these relationships are strong, trusted, and collaborative. Enhance ongoing funding initiatives while pursuing new opportunities to ensure the organization's ability to deliver its programs.
- Provide leadership for all fundraising activities and events and work with the Board to ensure the successful implementation and execution accordingly
- Act as a spokesperson for SAIF.

CANDIDATE PROFILE

Our ideal candidate has five or more years of senior non-profit management experience (or a comparable combination of experience and education may also be considered) is mission-centered, strategic and process-minded, with an understanding of how to effectively collaborate with a variety of key stakeholders in a variety of communities - both rural and urban. They are able to develop a high performing culture and implement effective fund development, HR, information management, financial and administrative practices and systems. They are also familiar with overseeing a range of psychosocial services including counseling, advocacy, social work, and education and ideally feel comfortable managing clinical policy while supporting a trauma informed care model. We are looking for a candidate with an undergraduate degree, or higher, is preferred and we will consider comparable combination of education and experience.

Competencies

- Leadership: Fosters the development of a common vision providing clear direction and priorities, and clarifying roles and responsibilities. Sets the tone for SAIF's culture and ensures succession in management and leadership.
- Strategic Planning: Develops short and long-range plans that are comprehensive, creative, realistic, and effective in meeting goals and objectives, and integrates planning efforts across all functions.
- People Leadership: Ability to inspire and focus the SAIF team toward goal achievement. Demonstrates behaviors consistent with SAIFs values and demands.



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- **Business and Financial Acumen:** Understands key business fundamentals, understands the drivers of financial health and accountability of SAIF and takes responsibility to maintain its ongoing fiscal soundness.
- **Relationship with Board and Stakeholders:** Highly developed interpersonal, communication and relationship building skills, with the ability to motivate others. Builds trusting relationships with the Board and stakeholders by being open in the sharing and reception of information, and sees these groups as partners in furthering SAIF's goals.
- **Communication:** Communicates effectively with stakeholders on goals, plans, and issues, and seeks feedback and advice before acting. Ability to act as a spokesperson for the organization, engaging and inspiring a diverse range of people.
- **Political Acumen:** Possesses keen judgment. Builds relationships with key political stakeholders.
- **Proven change management leadership skills.**

We are seeking a dynamic individual who is a positive relationship-builder, team supporter, an exceptional communicator with strong leadership skills. We are a flat operating structure, so the right candidate must be able to move seamlessly from rolling up their sleeves and pitching in – to presenting to our Board or our donors.

This is a tremendous opportunity for an Executive Director to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

COMPENSATION

- Salary range is \$85-95K per year with considerations made depending on experience.
- A Competitive benefits compensation package along with holiday and in lieu time.

HOW TO APPLY

If you want to make a difference in the lives of families who have been impacted by family violence, please email your CV and cover letter citing salary expectations to:

Email Subject: SAiF ED Recruitment
Attention: Amanda Tonks
Email: amanda.tonks@nfp.ca