



400 Elliott Avenue Unit 1
Kingston Ontario
K7P 0H5
613-545-0762
sack@sackingston.com
www.sackingston.com

Sexual Assault Centre Kingston

Executive Director – Permanent

*This is **not** a remote position and the successful candidate will be required to work in our physical office in Kingston, ON.*

About Our Centre

The Sexual Assault Centre Kingston is a feminist, not-for-profit organization providing free, confidential, non-judgemental support for survivors of sexual violence in Kingston, Frontenac, Lennox & Addington. We provide support to survivors of all genders, ages 12 and up, who have experienced recent and/or historic sexual violence.

Role Summary

The Executive Director will apply their intersectional feminist, anti-racist, anti-oppressive analysis of sexual violence against all genders, to the work of the Sexual Assault Centre Kingston. They will provide leadership in the daily management of the organization's financial, administrative, community/public relations, human resources, and service delivery systems. Working cooperatively and effectively with the Board of Directors and staff team, they will ensure that all such systems comply with the mission statement, beliefs, aims, and policies of the organization and ensure a high quality of service delivery to clients.

Reporting to the Board of Directors, in this role you will:

- Provide support, information and resources to assist the board in fulfilling its responsibilities, including its legal and fiduciary responsibilities
- Participate in the development, implementation, monitoring and evaluation of strategic and operational plans
- Demonstrate a strong understanding of, and a commitment to, creating a culture that prioritizes staff's psychological safety and wellness, especially for those belonging to equity deserving groups
- Provide mentorship and support for all for all staff/students
- Work collaboratively with the Director of Counselling Services and Director of Program Development as part of the management team, providing guidance and supervision when necessary

- Cooperate with staff and volunteers to oversee and/or administer the development, implementation, monitoring, and evaluation of programs and services for survivors of sexual violence
- Develop the annual budget, financial statements, and financial projections.
- Prepare and submit financial reports to the organization's funders and donors.
- Research and secure additional funding as necessary to support projects, programs, or services as approved by the Board of Directors and aligned with the centre's strategic and operational goals
- Facilitate the organization's involvement with appropriate local, regional and/or provincial groups committed to supporting survivors of sexual and gender-based violence

We are looking for someone who has:

- Management-level experience in a non-profit feminist organization
- A background in sexual and/or gender-based violence
- Strong background and knowledge of trauma informed, intersectional feminist perspectives and a track record of working within an Anti-Racist/Anti-Oppressive framework
- Strong understanding of the needs, barriers and challenges experienced by survivors of sexual violence, especially QTBIPOC survivors.
- Demonstrated ability to provide effective and responsible leadership using a cooperative and collaborative management style, with demonstrated strength in the management and motivation of human resources
- Demonstrated understanding of policy development and implementation
- Strong experience in financial management including budget preparation, financial projections, expenditure control, and successful grant proposal writing
- Ability to work effectively with a broad range of funders, community organizations, government, and media
- Strong organizational skills and ability to prioritize, delegate and/or complete tasks in a timely manner
- Demonstrated ability in managing multiple teams with varying needs, conflict resolution, and creative problem solving from an equity lens
- Demonstrated ability to work effectively with a volunteer Board of Directors
- Excellent written and verbal communication skills in English as well as strong computer skills

We would love it if you had:

- A degree/diploma in a social science/human resources area
- Experience with social media
- Proficiency in French (written and verbal)
- Knowledge of services and resources in the organization's catchment area
- Access to a vehicle

Compensation Package:

This position is a full-time permanent position, 40 hours a week, starting January 2023.

Salary Band: \$65,930- \$79,540.00

Benefits: 3-week of vacation to start, health benefits coverage (including dental and psychology), Employer Pension Contribution
In order to protect the physical and mental health of our staff, we also offer a generous sick/mental health day policy that all employees will be entitled to from their first day in our Centre.

Please note that SACK offers a **competitive relocation package** to the successful candidate who may reside outside of the KFL&A area.

Application Process:

We recognize that BIPOC and other equity deserving community members are disproportionately affected by sexual violence. At SACK, we have promised to do better in representing our community and to take meaningful steps toward eliminating systematic racism and oppression. In line with this commitment, we strongly encourage applicants who self-identify as belonging to BIPOC, newcomer, gender diverse, and other equity deserving groups to apply.

Interested applicants should submit a resume (max 3 pages) and cover letter (max 1 page) in a PDF format to **recruitment@sackingston.com** with the subject line “Executive Director Application”. Applications will be accepted on a rolling basis, so we encourage applicants to submit their full applications as soon as possible. The deadline for submitting a full application is 12pm, November 18th. **We thank all applicants for their interest, however, only applicants selected for an interview will be contacted.**

SACK is committed to providing accommodations upon request at all stages of the hiring process. If you require an accommodation during the hiring process, please contact us at recruitment@sackingston.com.