



EXECUTIVE DIRECTOR

ORGANIZATION OVERVIEW

Durham Rape Crisis Centre (DRCC) is a non-profit feminist organization. We work with survivors, and the wider Durham community to produce comprehensive violence prevention and response work, including: crisis support services, counselling (individual and group), advocacy, accompaniment, and support services for survivors of sexual violence. Our organization recognizes and believes in the equality of all regardless of race, class, sexual orientation, or gender.

We are seeking a highly skilled Executive Director to join us in our commitment to contributing to the organizational success of DRCC. If you are passionate about community-based violence prevention and response, have leadership experience, and a drive to move our organization forward, this is the opportunity for you!

ROLE OVERVIEW

As a Sexual Assault Centre, we work with and provide services to recent as well as historical or childhood survivors of sexual assault, sexual harassment, and sexual abuse. Reporting to the Board of Directors and leading a strong team of 10 staff the Executive Director is guided by the vision, mission and values derived from a commitment to our community to end all forms of violence against women/femmes, trans/non-binary/gender non conforming people, and children.

The Executive Director is expected to balance their time as follows:

40% Leadership & Advocacy: Board development and community-level advocacy.

30% Funding: Diversifying revenue, grant writing and managing sponsorship proposals.

30% Administration & Finance: Ensuring organizational stability and fiscal health.

Duties include:

- The overall operational management of human, financial, administration and technical resources, including employee relations.
- Work with, report to and brief an active volunteer governance Board of Directors Provide the vision necessary to ensure the continued success and growth of the organization for the future.
- Lead the organization through a renewal of mission, vision, beliefs and values and the resulting strategic operational plan to implement.
- Collaboratively work with the board of directors, staff and other stakeholders. Manage program operations including overseeing of staff and related program resources in a remote and hybrid environment.
- Oversee program forecasts, budgets and monitor operating costs.
- Direct the administrative and financial processes in compliance with external reporting requirements and recognized standards of best practices in program development, fiscal management, operational reporting and corporate governance
- Work with and manage relationship with the core funder and other funding partners



- Strong focus on fund raising, diversifying revenue sources and resource development.
- Maintain existing and develop relationships with senior levels of federal-provincial- municipal governments and others.
- Prepare and refine proposals for government funding and corporate sponsorships. Ensure all contractual obligations and partnership agreements are achieved.
- Oversee the implementation of policies as approved by the Board

QUALIFICATIONS and SKILLSETS

We are looking for:

5+ years charity/nonprofit experience, ideally working in the gender based violence prevention and response community and/or front line crisis response

Experience in the government-funded not-for-profit sector

Attention to detail and high level of accuracy.

Committed to advancing social justice

Sound judgment, problem-solving and organizational skills Time Management.

Passionate individual who is a strong leader with creative ideas and drive to grow the agency

Strong people skills, accompanied by the skills to lead and support our diverse and talented team.

EMPLOYMENT and WORKING CONDITIONS

- Full time contract leadership position (1 year) with the opportunity for extension. Hours are Monday to Friday based on agency need with additional hours as required, including evenings/and weekends
- Interacts with staff, client, agency, community, and government stakeholders within a variety of circumstances, some of which may be crisis or stressful situations.
- Criminal Record Check with Vulnerable Sector Screening required.

DRCC AS AN EMPLOYER

We are Proud of:

- Paid self-care – we prioritize wellbeing. Additional paid floating stat days.
- Hybrid working environment, with on-site work, as required.
- We highly value the development of our staff and provide professional development opportunities.
- We are a dynamic, passionate, and collaborative team!
- 2022 Victim Services Awards of Distinction

COMPENSATION \$80,000-\$100,000



As an employer, DRCC is dedicated to building an organization that reflects the diversity of our clients and the communities we serve. We promote equity, diversity, inclusivity, anti-racism, and anti-oppression to provide equal opportunity and full inclusion for all candidates. We encourage individuals from Indigenous, Francophone, Immigrant and Refugee, Black, Women of Colour, 2SLGBTQIA+ communities, people with Dis/abilities, and all equity seeking groups to apply.

DRCC will make reasonable accommodations to enable all applicants to participate in the recruitment process. If you require any accommodation, please contact info@[drcc.ca](mailto:info@drcc.ca)

If you are interested in making an impact on your community, please send your cover letter and resume to the HR department (HR@drcc.ca) at your earliest convenience. We thank all candidates for their interest but only those selected for an interview will be contacted for screening then interview with the hiring committee and if chosen an interview with the Board of Directors. Resumes to be sent before April 15, 2026.