

Job Posting:

Executive Director – Permanent



EDUCATION | ADVOCACY | SUPPORT
Serving Kingston and area since 1978

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.

Roles Summary

The Executive Director will apply their intersectional feminist, anti-racist, anti-oppression 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, 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
- Strong understanding and commitment to creating a culture that centres staff's psychological safety and wellness, especially for those belonging to equity deserving groups
- Provide mentorship and support for all staff/students
- Provide direct supervision and guidance for the Director of Counselling and Crisis Services as part of the management team
- 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 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 in-line with 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:

- Experience at a management level in a non-profit feminist organization
- Background in the area of sexual and/or gender-based violence
- Strong background and knowledge of 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
- Strong experience in financial management, including budget preparation, financial projections, expenditure control, and grant proposal writing
- Ability to work effectively with a broad range of funders, community organizations, government, and media
- Strong organization skills and ability to prioritize, delegate and/or complete tasks in a timely Manner

A strong understanding in:

- Demonstrated leadership experience within unionized work environments, including collective bargaining, contract negotiations, and labour-management relations
- 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

Compensation Package:

This position is a full-time permanent position, 40 hours a week, starting September 2026.

Salary Band: \$92,500-\$102,500

Benefits: 3-weeks vacation to start, full health benefits coverage (including dental and psychology), Employer Pension Contribution

In order to protect the health 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 candidates who may reside outside of the KFLA 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 Friday, July 31 at noon. 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.