



Centre des Femmes West Island
West Island Women's Centre

POSITION AVAILABLE

The West Island Women's Centre has an opening for an:

EXECUTIVE DIRECTOR

Reporting to the Board of Directors, the Executive Director is responsible for the successful leadership and management of the West Island Women's Centre. The Executive Director leads a professional team to ensure the administration, program deliveries, and execution of the strategic plan of the organization, allowing the Centre to fulfill its mission of improving the quality of life of women. Other key duties include coordinating fundraising, marketing, and community outreach efforts.

Responsibilities:

- **Board Governance and Leadership:**
 - Act as a liaison between the Board, Committees, and Committee Chairs.
 - Act as a spokesperson for the organization.
 - Responsible for organizing and attending the monthly board meetings by preparing the meeting agenda and the supporting materials.
 - Responsible for all operational and human resources management, in consultation with the Board of Directors, including managing staff on a daily basis, leading recruitment processes, coaching and mentoring employees, conducting performance management reviews, making compensation recommendations, and making dismissal decisions.
 - Prepare contracts for contract office staff and childcare workers.
 - Ensure that all personnel files are kept up-to-date and confidential.

- **Operational Planning and Management:**
 - Ensure that the operation of the WIWC meets the expectations of its members, Board, and funders.
 - Oversee the efficient and effective daily operation of the organization.
 - Review organizational policies regularly and recommend changes to the Board as appropriate; prepare procedures to implement updated organizational policies; and ensure that the policy manual is up to date.

P.O. Box 521, Pointe-Claire, QC, H9R 4S6

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- Program / Committee Planning:
 - In consultation with committee members and staff, develop the schedule of activities for the year, setting the dates for the sessions, board meetings, special events, and Centre/staff holidays.
 - Responsible for the effective operation of committees, including the Programming, Finance, Fundraising/Special Events, Personnel, and Publicity Committees.
 - Oversee the planning, implementation, execution, and evaluation of special projects.
 - Assist in the evaluation of the Centre's courses and outreach programs.
- Financial Planning:
 - Work with staff and the Board of Directors to prepare a comprehensive annual budget.
 - Secure funding sources, oversee the development of fundraising plans, and submission of grant proposals to funding agencies.
 - Oversee the administration of the funds of the organization as per the approved budget and monitor the monthly cash flow.
 - Familiarization with financial statements and ensure that financial statements and updates are provided to the Board on a regular basis.
 - Ensure that the financial statements are audited and prepared in time for the Annual General Meeting.
- Community Relations / Membership:
 - Assist the Volunteer Director in the recruitment and supervision of volunteers.
 - Oversee volunteer appreciation activities, including the annual luncheon, volunteer gifts, thank-you cards, and volunteer awards.
 - Communicate with members and direct their feedback to the appropriate board/committee member.
 - Establish good working relationships with external community groups and non-profit organizations.
 - Organize the Annual General Meeting (AGM).

Qualifications and Skills:

- University degree in a related field.
- Minimum of five (5) years of experience in a leadership role, ideally in the non-profit sector.
- Knowledge of the West Island Women's Centre an asset.
- Able to lead: positively influence others to achieve the Centre's mission.
- Decision-making capacity: able to assess situations to determine the importance, urgency, and risks, as well as make clear, timely decisions.

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Qualifications and Skills (cont'd):

- Strong organizational skills; meticulous/detail-oriented.
- Ability to develop collaborative and cooperative relationships with internal and external stakeholders.
- Experience in event planning an asset.
- Computer skills (Microsoft Office); conducting hybrid meetings via Zoom
- Knowledge of Amilia and Canva are an asset.
- Strong communication skills, written and verbal, in English **and** French.
- Available 37.5 hours a week, with occasional duties in the evenings and weekends.
- Limited, flexible working hours in the summer: Approximately 3 weeks

E-mail or Mail your C.V.
E-mail: chair@wiwc.ca

Mailing Address: P.O. Box 521
Pointe-Claire, QC
H9R 4S6

Only those candidates selected for an interview will be contacted. No telephone calls please.