



## **Executive Director – West Island Women's Centre**

**Location:** West Island, Montreal

**Job Type:** Full-Time

**Start Date:** September 2025

**Compensation:** Salary between \$65,000 to \$75,000, based on experience. Includes group insurance, paid time off (vacation and personal/sick days), and a two-week annual holiday closure in December.

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### **About Us**

The West Island Women's Centre (WIWC) is a trusted community hub where women of all ages connect, learn and grow. Through affordable programming, support groups and free on-site childcare, we provide a safe and welcoming space to empower women through life's transitions. We are committed to fostering an inclusive environment that respects and reflects the diverse backgrounds and experiences of the women we serve.

With a new three-year strategic plan in place, we are ready for our next chapter and are seeking a passionate Executive Director to lead the way.

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### **The Opportunity**

We are looking for a dynamic, bilingual leader with strong management and financial skills to guide the West Island Women's Centre through its next phase of growth. Reporting to the Board of Directors, the Executive Director (ED) will oversee daily operations, manage a small but dedicated team, and ensure the delivery of high-quality programs and services that meet the evolving needs of women in the West Island.

The ideal candidate is a strategic thinker and effective communicator who brings a solid track record in nonprofit leadership, fundraising, and community engagement. If you are passionate about empowering women, skilled in building partnerships, and thrive in a mission-driven environment, this is your opportunity to make a lasting impact at the heart of the community.

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### **Key Responsibilities**

#### **Strategic & Organizational Leadership**

- Lead the implementation and ongoing development of the Centre's strategic plan
- Foster a collaborative, inclusive, and mission-driven organizational culture
- Anticipate emerging community needs and guide organizational evolution accordingly

#### **Operations & Team Management**

- Oversee the Centre's day-to-day operations to ensure efficient program and service delivery across our main center in Pointe-Claire and our satellite location in Pierrefonds
- Supervise, support, and develop a small but dedicated team of staff and volunteers
- Establish and maintain internal systems and processes that promote effective administration

#### **Governance & Board Relations**

- Serve as the primary liaison to the Board of Directors
- Prepare and present reports, updates, and key performance indicators



- Ensure compliance with the Centre's bylaws, policies, and legal requirements

### **Financial Oversight**

- Develop and manage the annual budget and multi-source funding plans
- Ensure accurate financial reporting, grant tracking, and accountability
- Promote financial sustainability through sound planning and resource management

### **Fundraising & Development**

- Lead fundraising initiatives, including grants, donor stewardship, and sponsorships
- Support the development and use of a donor database and funding strategy
- Collaborate with the Board and community stakeholders to grow the Centre's financial resources

### **Community Engagement**

- Act as a visible and effective ambassador for WIWC in the community and with media, partners, and funders
- Strengthen relationships with local organizations, municipalities, and networks
- Ensure programming remains responsive to the needs of women in the West Island

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### **Qualifications**

- Post-secondary degree in Nonprofit Management, Business Administration, Social Services or a related field
- Minimum five years of progressive leadership experience in the nonprofit or community sector
- Proven ability to manage day-to-day operations, staff and organizational systems
- Strong financial literacy including experience managing budgets, financial reporting and funding compliance
- Demonstrated success in fundraising, grant writing and cultivating donor or partner relationships
- Excellent communication skills both written and verbal with the ability to connect with diverse audiences
- Deep commitment to equity, diversity, inclusion and cultural awareness in both leadership and service delivery
- Bilingualism in English and French is required

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### **Why Join Us?**

At the West Island Women's Centre, you will join a passionate and mission-driven team of eight who are deeply committed to empowering and supporting women at every stage of life. You will also collaborate with an engaged and supportive board of directors and shape the future of a respected and growing community organization.

This is your chance to bring your leadership, vision and strategic thinking to a team that values collaboration, community impact and inclusive practices. If you are ready to lead with purpose and make a meaningful difference, we want to hear from you.

Please send a one-page motivation letter and your resume by August 11<sup>th</sup>, 2025, to [vicepresident@wiwc.ca](mailto:vicepresident@wiwc.ca)

Only those selected for an interview will be contacted.