

Executive Director – Position Profile



About the Organization

Family and domestic violence has continued to increase at a dramatic rate in Manitoba - the issue is widespread, and situations are dire. **People experiencing family and domestic violence feel hopeless and stuck.** Help is needed to heal from complex trauma and address difficult life circumstances.

The YWCA of Brandon is essential to the Westman region and the work to eliminate family violence and build healthy relationships. The YWCA's services and facilities gives people another chance at life with a helping hand to face these challenges while they have a supportive place to call home. Many of the YWCA's clients have complicated mental health concerns or face issues with addiction. Many have never had a chance to live anywhere that is **stable, safe, and supportive.**

The YWCA is dedicated to providing safe emergency shelter, free services and resources for women and children, and other individuals, marginalized by gender, experiencing intimate partner, domestic, and family violence.

The organization's vision is to shelter and rebuild individual lives and communities through services and programs that facilitate healthier opportunities and connections.

About the Position

Reporting to the Board of Directors, the new Executive Director will be an empowering individual who possesses the demonstrated leadership ability needed to lead a resilient team that is highly committed to the service of others. This requires a present approach to coaching and mentoring with four direct reports (approximately 30 total staff currently). The Executive Director will also balance effective operations with guiding the strategic vision, allowing both to flourish.

Maintaining positive internal relationships through providing strong guidance to the Governance Board and collaborative external relationships with funders, union representatives (MGEU), and the community is critical when communicating on behalf of the organization. The Executive Director will support the client journey through an active understanding of the needs of the community.

The organization has experienced staggering growth in funding and recently developed the means for budget stability, new processes, and staffing certainty with further movements towards a permanent stable workforce model. This allows the successful candidate to immediately focus on understanding the organization, then strategically evaluate and prioritize needs and goals to create paths to success.

While day to day operations and programming are vital to maintain, project management ability is also essential as there is a building and property (formerly Meredith Place) owned by the organization next to the temporary administration office. The new site has the potential to become a revitalized trauma informed shelter, transitional housing, as well as a new administrative home. There is a tremendous opportunity to reimagine what the property will be and do especially in light of stable and affordable housing shortages. YWCA Brandon currently operates out of two leased locations: Westman Women's Shelter and the administration office.



Leadership Approach – Who We Are Looking For

You are passionate and committed to both the cause and Brandon. You have strengths in humanizing the role of an Executive Director with the ability to mobilize day-to-day activities and push past stagnancy by taking initiative with long-term projects. You can handle difficult dynamics and maintain trust with all people especially when making change or building. When required, your communication style is supported by your business, financial, and governance acumen. You are inclusive and support a welcome environment for staff and clients where all people feel seen and heard.

Scope of Responsibilities:

- **Leadership & Staff Management:** Oversee managers and teams, manage recruitment and selection, hold performance evaluations that may include difficult conversations, recognize training needs, and coordinate such training, manage the recruitment and organization of volunteer staff members, work on day-to-day HR duties, lead by example and support healthy morale.
- **Strategic Planning & Visioning:** Facilitate strategic planning sessions, establish roll-out plans for objectives set in planning sessions, utilizing staff and other resources effectively in reaching strat plan goals, continually monitor the success of objectives and ensure effective use of the plan.
- **Financial Management & Funding Responsibilities:** Develop and present annual budget, implement and monitor budget, provide necessary financial statements monthly and as required, work closely with Finance and Audit Sub-Committee of the Board, deliver annual records to Auditors and Accountants, ensure sound bookkeeping practices, develop and execute fundraising strategy, oversee grant writing, seek and obtain funds from government at all levels.
- **Board Relations:** Attend and assist with preparations for board meetings, participate and oversee committees, keep and provide records and documents to allow for accurate decision making, arrange board orientations, communicate effectively all necessary actions.
- **Legal and Constitutional Responsibilities:** Ensure YWCA is managed in accordance with legal requirements, Act of Incorporation, the Constitution, and the By-Laws. Includes completing documentation as required to remain in good standing, monitor changing legislation, comply with YWCA Canada regulations including completion of the YWCA Standards Review in cooperation with the Board President.
- **External and Public Relations:** Act as YWCA representative in the community, build community relationships, assist in the promotion of the YWCA programs and services, develop/oversee marketing, event and fundraising initiatives approved by the Board, maintain relationship with other YWCA member associations (National & World YWCA).
- **Program Management:** Generate/assist with the identification of programs and services needed in the community, plan and develop programs in cooperation with staff, assist with/plan community events, ensure a high level of quality in delivery of programs and events, communicate the results of programs and events to the board.
- **Risk Analysis:** Evaluate and communicate risks as related to programs, services, contracts, or staff. This includes risks to the organizations image, facility conditions, functioning, financial health, and growth opportunities, and undertake the annual review of insurance policies.
- **Property and Facility Management:** Ensure the safety, health, and fire department requirements are met at all YWCA facilities, undertake annual insurance policy review, anticipate and budget for major repairs, manage repairs and maintenance of all facilities as required, ensure effective use of all facilities.
- **Other duties:** Management of personal professional development and staying abreast of women's issues and not-for profit organizations, managing and continual upgrading of organizational policies, advocating on issues with YWCA services and/or client issues, other duties or projects as assigned by the Board of Directors.



Experience

- A minimum of 5-8 years of experience working in a not-for-profit / social services organization with experience at the management level is required.
- Demonstrated understanding of the complexities and issues in the social services landscape is required.
- Experience in organizational operations including facilities requirements.
- Experience(s) working in a related role(s) with respect to reporting to a Board of Directors and management responsibilities of a team of staff.
- Post-secondary education in Social Services and related fields or a combination of education including a business degree at the undergraduate or graduate level is considered a preferred asset.
- Satisfactory Adult and Child Abuse Registry and Criminal Record Check is required.

Qualifications

- Strong leadership skills with the ability to maintain a positive workplace culture, manage issues effectively, lead by example, monitor burnout, and act appropriately in a leadership role.
- Approach to programming and services in a manner that is trauma informed, Truth and Reconciliation focused, culturally aware, and gender inclusive.
- Strong knowledge in organizational budgeting including developing and utilizing a budget.
- Proficient with the use of technology.
- Knowledge of basic bookkeeping and accounting practices specifically Excel & QuickBooks (working knowledge is considered an asset),
- Ability to develop and roll-out projects and plans at all levels of an organization.
- Ability to see and mitigate problems before they escalate.
- Analytical with exceptional decision-making abilities.
- Effective communicator with exceptional listening skills.
- Ability to make connections, build trust, and maintain positive relationships.

Compensation & Structure of Work

A base salary of between \$80,000-90,000 will be determined on the basis of the successful candidate's qualifications. Total compensation details including vacation, benefits plan, and pension will be further discussed with candidates as part of the interview process including a relocation package if applicable.

This role has dedicated on-site requirements however hybrid work arrangements will also be possible for part of the week. Travel outside of Manitoba for YWCA Canada events may be required 2-3 times per year.



More About the Organization

Since 1907 the YWCA has been a source of strength in the Brandon community. The YWCA Brandon's main project is providing the only women's shelter in the area. The shelter is staffed 24 hours a day 365 days a year and can accommodate up to 24 women and children.

Outreach, community teaching, programming, and counselling supports are all integral components of the service model. The YWCA is an active community partner with regards to housing and homelessness. It is also well known for the Women of Distinction Awards Gala.

You are invited to visit the organization's website www.ywcabrandon.ca and social media pages to learn more. In further stages of the recruitment process, the organization's strategic plan will also be provided.

Life in Brandon



As the 2nd largest city in Manitoba, Brandon has a population of over 51,000 and provides services to a surrounding area totalling more than 180,000 people. Brandon has the third most affordable housing in the country when comparing salaries to housing costs (RE/MAX Housing Affordability Index 2022).

Rich in culture, rarely does a weekend go by without a community gathering, theatre play, concert, or event. The community has a full-service auditorium and Manitoba's largest indoor event centre. As Western Manitoba's industrial and commercial hub, there are many restaurants, retail shopping stores and employment opportunities. Home to a university and a major college, education opportunities are abundant. Brandon is a vibrant and culturally diverse community boasting active immigration from all corners of the world.

A maximum in-city commute of 12 minutes makes rush hour a breeze and going home for lunch or attending your children's school celebrations or activities easy. Cottage country is as close as 20 minutes with countless parks, forests, rivers and lakes nearby. Spruce Woods Provincial Park and renowned Riding Mountain National Park can be found within an hour's drive.

Brandon has a reputation as a sports-oriented city bolstered by a WHL hockey team and a high-performance hockey academy. World-class hiking and mountain biking opportunities are also within 20 minutes. Whatever the season, there are a multitude of recreational options ranging from casual to organized to professional. Winter sports are aplenty and include snowmobiling, ice fishing, cross country skiing and snowshoeing. The Assiniboine River stretches 17 km through Brandon and is ideal for canoeing, water sports, fishing and picnics.

The area has gorgeous rolling hills and captivating prairie sunsets. Brandon is located within a two-hour commute to Winnipeg or a one-hour trip to reach the USA border.

Visit economicdevelopmentbrandon.com/live to learn more about what makes Brandon so welcoming.



Application Process



To apply submit your resume to jaysa@livelyconsulting.ca

You are also encouraged to include additional documents such as a cover letter or other materials that support your application. When submitting your application, please reference "YWCA Brandon Executive Director Application - First Name, Last Name" as the subject line.

Careers carry big decisions and have huge impacts for the people and communities around them. Your time invested to review this opportunity and prepare your application is valued and truly appreciated. Thank you! We will be carefully reviewing all applications and contacting candidates directly who best meet the needs of our client to proceed to the next steps in the recruitment process. For questions regarding this search process, please contact Jaysa Toet, Lead Consultant and Founder of Lively Consulting at jaysa@livelyconsulting.ca

