FUNCTIONAL RESPONSIBILITIES
The Resource Development Director in collaboration with the Executive Director is responsible for the overall coordination and supervision of financial matters of the Cowichan Women Against Violence Society (CWAV Society). She reports to the Executive Director and works closely with the Steering Committee (CWAV Society’s management team) and Bookkeeper. In the absence of the Executive Director she will be responsible for the financial operations of the Society.

GENERAL AREAS OF DEMONSTRATED EXPERTISE

Leadership:

- Holds and helps evolve the vision for CWAV Society over time.
- Understands CWAV Society’s programs and resources.
- Promotes a leadership practice that reflects feminist principles that include values of:
  - Shared, appropriately-exercised leadership
  - Equality, equity and an analysis of power
  - Collaborative decision-making
  - Transparency.
- Supports an environment in which staff take responsibility and are accountable for providing excellence in service.
- As a member of the Steering Committee supports collaborative decision-making of agency operational and financial issues.
- Oversees the Bookkeeper in collaboration with the Executive Director.
- Submits monthly written reports to the Executive Director.
- In collaboration with Steering and the Board, develops strategic plans that support the sustainability and development of the Society as a whole.
- Partners and networks with other agencies and community stakeholders as required.
- Understands and embraces diversity.
Fundraising and Resource Development:

- In collaboration with the Executive Director, Steering, the Board and staff, identifies service needs and develops annual, mid- and long-term goals for fundraising and resource development.
- Ensures the development and implementation of realistic fundraising plans.
- Meets or exceeds revenue goals.
- Monitors grant applications and ensures all reasonable opportunities for funding are pursued and applied for in a timely manner.
- Establishes positive relationships with funders and individual donors.
- Represents CWAV Society in the community in a positive manner.
- Oversees and assists with fundraisers (e.g., Gala which includes Silent Auction)
- Assist with Social Media and Website

Administration:

- Works with Executive Director and Steering to ensure open communication regarding budgets.
- Meets jointly four times a year with Board and Steering.
- Assigns and delegates work effectively.
- Ensures compliance with all contracts; meets reporting requirements and deadlines.
- Assists the Executive Director, Board of Directors, and Steering Committee in policy development.
- Ensures proper administration of all record keeping relating to finances, budget, and operational areas, in keeping with all legal and contractual obligations undertaken by the Society.
- Complies with Privacy and Confidentiality legislation.
- In collaboration with the Executive Director ensures compliance with provincial and federal laws regarding workplaces and employment standards as relates to financial operations.
- Ensures Society financial policies are up-to-date and congruent with the agency mission and goals.
- Assists with monitoring of all costs related to the operation of the building at 246 Evans Street.
- Fills in for the Executive Director in her absence to ensure smooth operations of the physical spaces and financial matters. Supports the Supervisors as needed during the Executive Director’s absence.

Financial and Legal:

- Understands the Societies Act.
- Maintains sound financial practices.
- Works with the Bookkeeper to ensure all financial duties are fulfilled in a timely and fiscally responsible manner.
- Administrates payroll in the absence of the Bookkeeper.
- Understands the audit process. Works with the Bookkeeper on this as needed.
- Works with Program Supervisors in collaboration with the Executive Director to prepare their annual budgets after all contracts and year-end adjustments are received.
- Ensures funds are disbursed in accordance donor designations.
- Works with Executive Director to ensure contract requirements are met.
- Works with each Supervisor in collaboration with the Executive Director to ensure the Supervisors understand their program budget so they can manage within the revenue available.
- Assesses risks to the organization’s financial security and growth. Communicates risk assessment to the Executive Director.

**Other:**
- Is available on-call for Supervisors in the absence of the Executive Director.

**Qualifications:**

**Required**

The Resource Development Director must have:

- Post-secondary training (Bachelor or Master’s degree preferred) in a directly related field
- Minimum 3 – 5 years’ recent experience in grant writing, fundraising, legacy donors and financial reporting with demonstrated success in the writing of proposals and securing grants.
- Training and/or experience with SAGE accounting or similar accounting system
- Experience in payroll
- Strong computer skills – Office, Google Documents, Excel, Website, Social Media, basic installation of programs, programs such as Publisher, Prezi, etc.
- Strong skills/experience in financial management, including preparing a budget, accounting, bookkeeping and audit functions, contract law, contract development, negotiations and management.
- Understanding of communications and marketing as it applies to non-profits.
- Experience with managing/overseeing staff.
- Demonstrated knowledge of Employment Standards
- Proven ability to work both independently and collaboratively in a program environment and with other community agencies.
- Demonstrated capacity to work inter-culturally and build cross-cultural relationship with demonstrated sensitivity and capacity to work with diverse populations.
- Strong feminist analysis of violence against women and understanding of anti-oppressive, trauma informed practice.
- Excellent communication skills, both verbal and written.
- Satisfactory criminal records check.
**Advantageous**

It is advantageous but not essential for the Resource Development Director to have:

- Experience in non-profits and women’s organizations
- Marketing training or experience
- Business experience
- Website maintenance and/or design
- Understanding of or training in LEAN Principles

**Classification:**

- Receives Regular employee status and a wage increase, after successful completion of a six-month probationary period. Benefits start after successful completion of the first six months.
- Vacation rate starts at 6.92%
- Benefits include sick time, medical and dental coverage, LTD, Employee Family Assistance Program (EFAP)

Email Written Response and Resume to: Debbie Berg, Executive Director cwav@cwav.org

**Closing Date:** March 9, 2020 or until Position has been filled