



## **Safe Haven Women's Shelter Society**

**Position Title:** Executive Director

**Department:** Management

**Reports to:** Safe Haven Board of Directors

### **Mission**

*The Safe Haven Women's Shelter Society is striving to end the cycle of abuse through the delivery of inclusive, non-judgmental support services to individuals, families, and communities.*

### **Vision**

*A safe community where people are supported to reach their full potential.*

Safe Haven Women's Shelter Society in Taber, Alberta is seeking a candidate for the position of Executive Director. A rewarding and challenging position, the Executive Director oversees Safe Haven facility operations.

### **Term of Employment:**

Position is full-time permanent commencing October 4, 2021.

### **Position Summary:**

To represent the Safe Haven Women's Shelter Society in the community and carry out Safe Haven Women's Shelter's daily operations under the direction of the Society's Board of Directors. The Executive Director is responsible for maintaining effective day to day management of the facility, personnel, and program policies in order to ensure that a high standard of quality of service and safety is maintained for the well-being of Safe Haven clients.

### **Qualifications:**

- Proven leadership, time management and grant writing skills, and the ability to promote the Society's work within the community through public relations.
- Must be able to form positive relationships with staff, volunteers, clients, and members of the community.
- Knowledge and awareness of trauma informed care
- Not-for profit experience is considered an asset
- Demonstrated administrative skills, personnel management, program development, community networking, and strong organizational skills.
- Eligibility for membership with a professional association or regulatory body, or currently be a member in good standing.

**Education:**

A Degree in Human Services or Business Management, augmented by several years' experience in the areas of Family Violence, crisis intervention, finances, and program administration. Other educational or background experience will be considered.

**Requirements:**

The candidate will need to live within a 15 km radius of Taber, Alberta. If moving to Taber, expenses are negotiable for the successful individual. The individual must also provide the following:

- Valid Criminal Record Check (including vulnerable sector)
- Valid Driver's License
- Driver's Abstract
- Child Intervention Check
- Standard First Aid/CPR

**Primary Duties and Responsibilities:**

The Executive Director is responsible for:

- Administration/Management/Programming/Facility Operations
- Public relations
- Human Resources
- Team and staff development
- Financial Planning (includes fundraising)

**Salary and Benefits:**

Salary will be commensurate with experience and education and is negotiable based on Safe Haven Women's Shelter Society current salary grid. Salary ranges from \$61,500 to \$70,000 annually. The Society provides a comprehensive benefit plan, flex time, wellness account, and three weeks of vacation annually.

**Please submit resume to:**

Attention: Elisha Boulay, Board President of Safe Haven Women's Shelter Society, via email at [elisha@tabersafehaven.ca](mailto:elisha@tabersafehaven.ca).

Competition is open until a suitable candidate is found.

*We thank all those applying but only those selected for an interview will be contacted.*