



Executive Director – Child Witness Centre

Imagine.....

... that you were a child or youth who was a victim or witness of abuse or violence

.... that the accused was someone you know

... how this can affect you and your family over a lifetime

Now imagine that someone is there to walk with you through the investigation, help you and your family to receive the support that you need, and if charges are laid, support you and advocate on your behalf through the court system. That is the work of the Child Witness Centre and we will be there so you and your family are heard and can begin to heal.

The Child Witness Centre is hiring an **Executive Director** to lead the organization, build relationships and to develop and execute new and ongoing initiatives. Reporting to the Board of Directors, the Executive Director is responsible for Engagement and Advocacy, Revenue Generation, Strategic Planning and Implementation and overall Operations of the Agency. If you are dedicated to doing all you can to meet the individual best interests of the children, youth and families served in our community, please consider this role.

Role and Responsibilities:

- Establish strong relationships with donors, politicians, government officials and other community service providers to help achieve the goals of the organization.
- Provide strategic management to a complex organization within the context of a not-for-profit environment.
- Oversight of agency programs as well as the oversight and facilitation of backbone support for Child & Youth Advocacy Centre (CYAC) in the Waterloo Region.
- Generate and sustain revenue to support the agency, which includes oversight of fundraising and the development of financial resources necessary to support Child Witness Centre's mission.
- Effectively manage, lead, coach and mentor a dedicated team of staff and volunteers.
- Manage compensation, benefits, performance management, training and development, health and safety as well as succession planning for key roles and leadership.
- Fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Professional Qualifications:

- Bachelor's Degree in Business Administration or equivalent experience.
- Progressive, senior-level leadership experience.
- Experience working within a Board of Governance operating model.
- Strong change management, communication and organizational skills.
- Solid, hands-on budget management skills, including budget preparation, analysis and decision-making and reporting.
- Insight and ability to successfully navigate the ever-changing environment of our community services for children and youth.
- Knowledge of the current challenges facing the region and experience addressing these challenges.
- Demonstrated track record with donor cultivation, solicitation and stewardship.
- Valid Driver's License and access to a vehicle to travel. Must maintain \$2 million Third Party Insurance.

Desirable Attributes:

- Passion for the wellbeing of children and youth.
- Demonstrated experience to work in a collaborative work environment.
- Proven ability to inspire enthusiasm and commitment from internal and external partners to the vision, mission and strategic plan of the organization.
- Ability to create effective networks and build exceptional relationships with diverse external partners and shareholders.
- Strategic and creative thinker.
- Strong public speaking ability.

The Child Witness Centre requires all new hires to submit a current Vulnerable Persons Check and a Family and Children Services Check.

The Child Witness Centre offers a competitive salary and benefits. Compensation will be based upon experience and skills.

Application Process

Please email your cover letter and resume, by end of day Friday Sept 6, 2019 in confidence to:

Child Witness Centre

111 Duke Street East, Kitchener, ON N2H 1A4

ed@childwitness.com

More information about the Child Witness Centre can be found at www.childwitness.com We thank all applicants for applying, however, only candidates selected for an interview will be contacted. All inquiries will be kept in strict confidence.