**Job Title:** Executive Director
**Organization:** Family Services of Greater Victoria (FSGV)
**Reports To:** Board of Directors

**About the Role:**
The Executive Director is a creative and dynamic leader responsible for overseeing the professional staff and contractors who deliver counseling, legal information, mediation, and group programs. Working closely with a policy-driven Board of Directors, the Executive Director ensures the effective implementation of policies, strategic plans, and the smooth operation of the organization.

**Application Update – December 2024:**
The search for an Executive Director is ongoing, and applications are still being accepted. Interviews are scheduled for January 2025. If you applied previously, please resubmit your application to ensure consideration.

**Key Responsibilities**

**1. Organizational Administration:**

* Supervision of staff and contractors
* Program evaluation and reporting
* Financial administration and budget tracking
* Oversight of the Victoria Social Innovation Centre shared facility
* Regulatory compliance
* Day-to-day leadership and operational management

**2. Fundraising and Resource Development:**

* Writing grant applications
* Managing relationships with funders
* Reporting on funded programs
* Developing new funding opportunities

**3. Budget and Financial Management:**

* Developing the annual budget
* Monitoring and tracking monthly expenditures

**4. Policy and Strategic Planning:**

* Developing agency policies for Board approval
* Conducting policy and planning reviews
* Managing risk and ensuring organizational resilience

**5. Communications and Community Relations:**

* Engaging with stakeholders, media, and community organizations
* Overseeing promotional activities and advertising
* Fostering positive internal communication with staff and the Board

**6. Human Resources Management:**

* Hiring, supervising, and evaluating staff and contractors
* Supporting staff development
* Resolving conflicts and ensuring a collaborative workplace

**Qualifications**

**Education:**

* A graduate degree in a relevant discipline (e.g., social work, counselling, public administration, or a related field)

**Experience:**

* 3–5 years of management experience, preferably in a nonprofit or government organization
* Knowledge of family-related issues and social services
* Proven expertise in budget management, human resources, contract management, and strategic planning
* Experience preparing funding proposals and evaluating programs

**Skills and Abilities:**

* Strong leadership and motivational skills
* Excellent verbal and written communication abilities
* Effective interpersonal skills, including diplomacy and conflict resolution
* Proficiency in managing multiple priorities with excellent time management
* Critical and creative problem-solving skills
* Knowledge of risk management and liability considerations
* Proficiency in Microsoft Office and other relevant software

**Employment Details**

**Commitment:**

* Part-time (0.6 to 0.8 FTE, 21–28 hours per week)
* Full-time may be considered with additional program responsibilities

**Compensation:**

* $45–$50 per hour, commensurate with experience
* Employer-paid medical and dental benefits following a three-month probationary period

**Application Process:**
Applications are reviewed on a rolling basis. Please send your resume to **info@fsgvic.org**, addressed to the Board of Directors.