



Executive Director - Ending Violence Association of Canada

SUMMARY

The [Ending Violence Association of Canada](#) (EVA Canada) is a national non-profit organization that works collaboratively with its member organizations and others to provide a unified, pan-Canadian voice on the issue of sexual violence. Through research, education, policy change, and advocacy, EVA Canada identifies and promotes the solutions necessary to address the root causes of sexual violence.

Founded in 2014, EVA Canada originally set out to enhance national coordination amongst all of those working to end gender-based violence. Over the past five years, we have been on an exciting trajectory of growth and transformation that led us to refine our mission as one focused specifically on sexual violence. Currently, alongside our [provincial and territorial members](#), we are advancing the issue of sexual violence and the needs of community-based sexual assault centres and other sexual violence services at the federal and national levels. We believe national coordination amongst the sexual violence sector rooted in intersectional feminist values is necessary to ensuring the distinct needs of sexual violence survivors and the organizations that support them are represented and included in all efforts to end gender-based violence.

THE ROLE

The Ending Violence Association of Canada is seeking an Executive Director who is excited by the possibility of leading a national non-profit organization committed to ending sexual violence in Canada. Reporting to EVA Canada's volunteer Board of Directors, the Executive Director will provide vision and strategic leadership to achieve EVA Canada's ambitious goals of advancing systemic change toward ending sexual violence while taking the organization into its next phase of growth and impact.

The Executive Director is responsible for monitoring all activities for EVA Canada, including research, policy change and advocacy, and special projects while ensuring smooth operation and consistency with the vision and core values of the organization. This position coordinates all administrative and operational activities of EVA Canada, including providing oversight and regular communication with the Board and ensuring the organization is meeting legal, financial and organizational requirements. In addition, this position is responsible for supervising staff, fostering an environment of collaboration and respect, building partnerships, and growing the organization's profile and impact.



KEY RESPONSIBILITIES

Strategy and Planning

- Provide inspiring and inclusive leadership that champions the mission, vision, and strategic priorities of EVA Canada alongside the organization's staff, Board of Directors, partners, funders, member organizations, and communities.
- Develop and monitor progress toward strategic plans, developing and adapting annual operational plans to meet objectives.
- Gather, interpret and articulate information to the Board about trends and resources as they relate to enhancing the Board's capacity for effective decision-making and long-term planning.
- In collaboration with staff and Board, identify key risks of EVA Canada's operations and implement appropriate strategies to manage and mitigate them.

Advancing Advocacy and Government Relations

- Work collaboratively with staff, Board, members and other stakeholders to identify and move forward EVA Canada's advocacy priorities, including developing annual advocacy and government relations plans.
- Serve as the primary spokesperson for the organization with media, funders, government agencies, relevant community groups and others.
- Identify and leverage opportunities to passionately and effectively share EVA Canada's vision and advocacy priorities with a range of decision-makers.
- Maintain and foster relationships with key federal government officials and departments.
- Identify and engage in key advocacy opportunities and mechanisms at the federal government level, including committee work, budgets, legislative and policy reform, parliamentary inquiries, commissions, and studies, and other consultations.
- Maintain relationships and work collaboratively with other national women's rights and gender justice organizations to advance common goals and advocacy priorities.

Finance and Administration

- Oversee the development and implementation of sound financial practices to foster an environment of internal control, accountability, and stewardship in accordance with applicable laws, policies, guidelines, and best practices.
- Collaborate with the Board to prepare comprehensive annual budgets for the organization and ensure regular reporting to the Board.
- Work with bookkeeper and treasurer to ensure proper financial oversight, reporting, and compliance with Canada Revenue Agency, including annual and quarterly reports for the Board.
- Ensure facilities and equipment are in place as necessary and appropriate to the needs of the organization.



Fund Development and Stewardship

- Steward current relationships with funders through regular communications, and adherence to all performance indicators reporting to comply with funding partner agreements.
- Cultivate new relationships with major supporters, including government and foundations, that will sustain and expand the organization's activities.
- Prepare and/or oversee the preparation of funding proposals and grant applications as appropriate to meet the objectives within EVA Canada's strategic vision and plans.
- Ensure there is appropriate representation of EVA Canada at functions and events.
- Coordinate appropriate publicity and promotion of EVA Canada, including overseeing any significant media, branding, and public relations products or initiatives.

Team Leadership and Empowerment

- Foster a culture of excellence, collaboration, and employee well-being at the organization.
- Manage human resource functions, including staff recruitment and change management for a growing team, evaluations, compensation, training and capacity development, creation and amendment of job descriptions, conflict resolution and termination.
- Maintain and update as needed the organization's Human Resources Policy & Procedures Manual in collaboration with the Board.
- Identify and manage recruitment, contracts, work plans, and reporting of external consultants as needed.

Governance, Compliance, and Member Engagement

- Foster a culture of engaged, ethical, and effective governance.
- Ensure compliance to minimum standards (and best practices where available) in accordance with all government legislation, regulations, and guidelines pertinent to the organization's role as an employer and non-profit agency.
- Maintain and coordinate regular meetings with Board of Directors and sub-committees as per the organizations by-laws, including ensuring the preparation and distribution of Board meeting packages and other necessary updates.
- Support the recruitment of new Board Directors, and oversee the implementation of orientation for incoming Board Directors.
- Oversee the development and implementation of EVA Canada's member engagement plans.
- Ensure appropriate and adequate Directors and Officers insurance coverage in place.



QUALIFICATIONS AND EXPERIENCE

Minimum Job Requirements

- Based in or willing to relocate to Ottawa.
- Relevant senior leadership experience working for a non-profit organization.
- Post-secondary degree in relevant fields such as Public Policy, Social Work, Nonprofit Management, Gender Studies, Public Health or demonstrated equivalent in experience.
- Fluency in English. Preference for candidates who also have a functional level of fluency in French.

Knowledge, Skills and Abilities

- Subject-matter expertise in the area of sexual violence, including knowledge of sexual violence services, sexual assault centres, and related service-based organizations; knowledge of key sexual violence policy and legislative issues and opportunities; and knowledge of current trends, research, and emerging issues in gender-based violence.
- Demonstrated knowledge and/or experience in government relations and policy change/advocacy relevant to a national gender-justice organization in Canada.
- Demonstrated knowledge, understanding, and application of intersectional feminist, anti-racist, anti-colonialist, and equity frameworks, and a willingness to uphold these frameworks within the organization.
- Demonstrated senior leadership and/or management experience in the non-profit sector, preferably in the areas of gender-based violence, gender equality, and/or social justice.
- Strong financial management skills, with a track record of successfully developing, implementing and monitoring strategic and operational plans and oversight of annual budgets.
- Strong revenue development experience, including developing or overseeing development of multi-year funding proposals and grants.
- Demonstrated experience managing and supervising staff in accordance with established HR policies and procedures, including recruitment and hiring, performance evaluation, compensation, training and capacity development.
- Ability to track progress and manage multi-staged national projects, including research, monitoring, budget, and report writing duties.
- Highly collaborative and demonstrated ability to make complex and strategic decisions while balancing multiple contexts and viewpoints.
- Exceptional interpersonal and communication skills, including diplomacy, empathy, negotiation, and a commitment to building and fostering relationships.
- Ability to maintain confidentiality and discretion when dealing with sensitive issues.
- Flexible, outgoing, energetic, problem-solver, willing to tackle emerging challenges with a solutions-focused lens.
- Knowledge of and facility in using relevant software applications, including Microsoft 365, Google Workspace, and Zoom.



Location, Travel, and Work Arrangements

The Executive Director is required to be based in Ottawa. Support for relocation costs is available.

The Ending Violence Association of Canada maintains a flexible, hybrid work environment, with the requirement to work in the downtown Ottawa office on a regular basis.

Work hours are generally 9:00 to 5:00 Eastern, with the occasional need to be available evenings and weekends. Some travel across Canada is required.

Compensation and Benefits

This full-time (37.5 hours/week) position offers a robust compensation plan with a hiring salary range of \$130K - \$145K annually depending on experience.

Annual paid time off includes twenty days (four weeks) of vacation, fifteen personal wellness/sick days, paid winter closure between December 27th – January 1st each year, and four federal public holidays in addition to nine regular Ontario public holidays. A health and wellness stipend of \$300/month and a work-from-home stipend is provided to all employees.

Equity

EVA Canada encourages candidates who reflect the diversity of our communities to apply, including applicants who are Indigenous, Black, racialized, 2SLGBTQ+, women, and persons with disabilities. We ask, but do not require, applicants to self-identify in their cover letter so that we can adequately prioritize the application. Where candidates don't differ significantly in terms of other desired qualifications, priority will be given to those being considered for employment equity.

How to Apply

To apply, please submit a **cover letter** that clearly explains your qualifications in relation to those listed above, and a current **CV/resume** to info@endingviolencecanada.org.

Deadline to apply is **Sunday, July 21 @ 11:59pm ET**.

The start date for this position is negotiable, preferably in late August 2024.

We appreciate all those who apply; however, only candidates selected for an interview will be contacted. Accommodations will be made upon request, wherever possible.