



## **Westcoast Community Resources Society EXECUTIVE DIRECTOR JOB POSTING**

### **Introduction**

Westcoast Community Resources Society (WCRS) is a community-based non-profit serving the west coast communities of Vancouver Island, with a focus on healing, wellbeing, safety, and belonging. Based in Ucluelet and Tofino, WCRS provides a wide range of free and confidential services, including outreach, counselling, child and youth supports, neurodiverse programs, sexual assault services, and transition house and second-stage housing supports. Our mission is to empower and support healing and wellbeing through safe spaces, education, outreach and counselling. We are guided by values that include intersectional feminist principles, justice, equity, diversity and inclusion, trauma-informed practice, person-centred and client-led, and collaboration and partnerships.

This is an exciting leadership opportunity for a collaborative, community-minded Executive Director who can steward a strong and caring organization into its next chapter. WCRS is seeking a leader who can balance strategy and operations, nurture staff and partnerships, strengthen financial sustainability, and advance the Society's commitment to trauma-informed, inclusive, and client-led service. Reporting to the Board, the Executive Director will help guide WCRS through continued strategic growth while ensuring the organization remains grounded in its mission, values, and relationships with the communities it serves.

Read more about WCRS on our [website](#).

### **Roles and Responsibilities**

#### ***Board Governance & Strategic Leadership***

- Work with the Board of Directors to maintain the current strategic plan.
- Foster effective collaboration and communication with the Board of Directors.
- Monitor and report performance progress on strategic objectives; address problems where objectives are not being met; and advise on risks.
- Communicate the direction set by the Board of Directors to management and operational staff.
- Oversee the organization and management of Board and committee meetings.

### ***Fundraising and Financial Management***

- Responsible for the financial management of WCRS, including the development and implementation of the annual budget and providing monthly financial reports to the Board of Directors through the Treasurer.
- Manages resources in accordance with organizational policies, procedures, and funding agreements to ensure the financial health of the organization.
- Lead development and implementation of the annual fund development plan, working closely with key staff, covering corporate sponsorships, donations and grants.
- Assure required filings for BC Societies and CRA are submitted in a timely manner.

### ***Advocacy & Partnership Development***

- Work with the Management Team and program managers to develop and maintain strong working relationships with all key funders and partners in the community, including outreach and networking with referral agencies.
- Develop and implement an approved communication and advocacy strategy to raise awareness of the issue of violence against women, and the services and programs provided by the WCRS.
- Coordinate media relations and respond appropriately to media inquiries.
- Represent the WCRS in the community and with appropriate agencies and associations.

### ***Operational Leadership***

- Develop an annual operational plan to support strategic plan implementation.
- In collaboration with the Management Team, and in accordance with stated purposes, policies and procedures, administer the service delivery of existing programs and new program development of the Society, ensuring quality of service to the community and the Society's clients.
- Ensure procedures are in place to evaluate the quality of service delivery and ensure reporting on programs to meet contract requirements.

### ***Human Resource Management***

- Negotiate and administer the WCRS/BCGEU Collective Agreement and receive, refer and respond to staff grievances in accordance with the collective agreement.
- Work with the Management Team to establish employment and administrative policies and procedures for all functions and day-to-day operations and ensure all policies and procedures are being followed according to the C.A. and the WCRS Policy Manual.
- Oversee and advise in all staff recruitment, hiring, retention (including professional development opportunities), performance management, engagement, and termination.
- Hire, retain, conduct performance evaluation, and direct Management Team staff.
- Provide and promote a safe and healthy work environment.
- Co-chair the Labour-Management Committee with the Management Team.

## Qualifications and Competencies

- **Education** – A minimum of 2 years post secondary education or an acceptable combination of education, training and experience relevant to the position (e.g., business management).
- **Organizational Leadership & Management** –minimum of three years leadership experience, preferably in a non-profit organization and/or the work of WCRS. Experience working with a non-profit Board of Directors and demonstrated collaborative leadership approach an asset.
- **Financial Management** – Strong budgeting, financial oversight, and fiscal responsibility. Sound knowledge of financial management principles and reporting requirements.
- **Grant Writing & Fund Development** – Solid fund development skills, including development of varied revenue development strategies and proven experience in writing successful grant applications.
- **Human Resource Management** – Demonstrated experience in human resources management, including experience in staff supervision, development, and effectively, respectfully, and fairly managing staff.
- **Partnership & Relationship Management** – Strong relationship building and influencing skills with experience building and maintaining strong connections with youth, families, staff, partners, funders, sponsors, industry associations, and other interest holders.
- **Strategic Approach, Planning & Implementation** – Ability to assimilate information, ideas, data, while weighing challenges and opportunities to arrive at solid recommendations, decisions, and solutions to problems. Capability to activate a strategic plan, develop actionable work plans, and align organizational goals with long-term vision.
- **Effective Communication** – Strong verbal, written, and visual communication skills to engage diverse audiences, with the ability to develop and present concise reports, messaging, presentations, and act as the media spokesperson.

## Work conditions

This is a permanent, full-time (currently 35 hours per week) position, based primarily out of the Ucluelet WCRS Office, with consideration available for hybrid flexibility.

Additionally, the position will involve some evening, weekend, overtime hours, when needed, to accommodate work activities, events, presentations or representing the organization at events in community.

The current approved hourly rate for the position is \$43.55/hr - \$56.35/hr, depending on experience. In addition, this position is eligible for Group Benefit Plan and enrolment in Municipal Pension Plan (MPP) effective after successfully completing probation period not to exceed three months as according to Collective Agreement.

All applicants must have a valid BC Driver's license and be able to travel throughout BC. Hiring will be subject to satisfactory completion of a criminal record check for the vulnerable sector and BC Driver's Abstract is required.

## **Application Process**

Applications (resume and cover letter) can be submitted as PDF format (as one document) to [info@thevantagepoint.ca](mailto:info@thevantagepoint.ca) by 8am PST on May 26, 2026. Please use the subject line: "WCRS Executive Director - LastName FirstName". You will receive an email confirming the receipt of your application. Incomplete and late applications will not be accepted.

**Please note, first round virtual interviews for short-listed candidates are anticipated to take place June 8 - 12, 2026.** We will only be able to meet with applicants selected to move forward in the hiring process and will provide an update on the outcome of the process to all applicants as soon as possible.

For any questions or accommodation requests, please feel free to reach out to [info@thevantagepoint.ca](mailto:info@thevantagepoint.ca) and we will try our best to honour your requests during the application and interview process.