



February 18, 2025

Internal/External Job Posting Regular Full-time Executive Director

Description

Sage Haven Society is seeking an innovative Executive Director to build on our exceptional record of providing quality services to women and children impacted by intimate partner violence in the Alberni Valley and surrounding areas.

Forty-four years ago, Sage Haven was founded by a small group of individuals in Port Alberni. This group saw a need in the community to provide easy access to resources and services for women and their children who experience domestic violence or who are at risk of violence. Sage Haven services have grown over the years to include counseling services for women and children, outreach services for youth and adults, community-based victim services, sexual assault response, community resource drop-in facilities, a 30-day emergency Transition House shelter, and a 22-unit Second Stage Housing site.

Governed by a Board of Directors, Sage Haven's annual budget is \$2.5 million. There are twenty-four full and part-time employees, including a full-time Manager of Finance & Administration, a Housing Manager, and an Administrative Assistant.

Reporting to the Board of Directors, the Executive Director plans, organizes, and administers all agency activities, programs, and operations directly or through other reporting managers consistent with Board approved agency policies, goals, and objectives and in accordance with legal, statutory, constitutional, and other requirements. The Executive Director ensures that a high standard of client-based program delivery is maintained and promotes the agency's activities through contact with the community, business organizations, government, and the general public.

What we Offer:

- A competitive salary and vacation package
- Health & Dental benefits program
- Pension plan
- Experience transformative leadership growth with our unique and tailored development opportunities so you can succeed and take on new challenges
- A welcoming culture that values diversity and differing perspectives, experiences and beliefs

What you'll be doing:

You will be a welcomed leader of Sage Haven's programs, and impact in the following ways:

- Be part of a high performing, strong and effective management team
- Implement and manage a "person-centred care philosophy" for clients and services

"Understanding the past, building futures"

Sage Haven Society
3082 3rd Ave., Port Alberni, BC V9Y 2A5 | T: 250-724-7111

- Plan, coordinate, direct and monitor the effectiveness of the overall operational activities of Sage Haven's programs in accordance with the strategic direction of the Sage Haven Board
- Actively utilize and leverage established standards and resources to cultivate an optimal work environment, ensuring that managers and front-line team members are fully engaged in delivering caring and effective services
- Play a leadership role in forging relationships with external stakeholders
- Understand and interpret various regulations that govern support services (provincial legislation, provincial directives and company policies and team members (e.g. Collective Agreement, Occupational Health and Safety Act, HR policies and procedures) to ensure compliance for team members, residents and families.

Who you are...your qualifications:

Ideal candidates for this position will share our commitment to serving the people of Port Alberni and surrounding areas and will bring a variety of experiences and attributes to Sage Haven, including:

- Completion of a post-secondary degree in Business (Public Sector Management), Public Administration, or other related degree
- A minimum of five years of senior management experience including financial control experience in the community social service sector with a demonstrated and in-depth working knowledge of community-based programs and services, funding sources, and community relations
- Excellent presentation, public relations, oral, written, and interpersonal communication skills
- Demonstrated track record of effective team management, budget management and operational excellence
- Well-developed planning, organizing, controlling and negotiation, bargaining, and decision-making skills in a unionized environment
- Ability to deal tactfully with sensitive issues
- Knowledge of fundraising methodologies and a track record of successful grant writing
- Valid Class Five BC Driver's License and access to transportation

What you need to know

- Sage Haven is committed to creating an inclusive environment where all team members and residents feel like they belong. We seek applicants with diverse backgrounds and have a wide range of abilities. Sage Haven provides an accessible candidate experience
- You must successfully pass a Criminal Record Check applicable to British Columbia
- Work Location: In person in Port Alberni

Benefits:

- Salary range: \$85,000 to \$115,000
- This position is 35 hours/week
- This role is required to occasionally work evenings and weekends to accommodate community engagements.
- Pension Plan
- Health and dental benefits program
- Vision care
- Life insurance
- Employer assistance program

To apply, send an e-mail with a cover letter detailing your qualifications, resume, and salary expectations to executivedirector@sagehavensociety.org

Applications will be considered until the position is filled.