



## Muskoka Victim Services

Office: 29 Manitoba Street, Suite 2, Bracebridge, ON

1-844-762-9945

Mail: P.O. Box 592, Bracebridge, ON P1L 1T8

Web: [www.muskokavs.ca](http://www.muskokavs.ca)

Muskoka Victim Services is accepting applications for the following full-time, permanent position:

Executive Director

Permanent, full time position

Base office: Bracebridge, Ontario

### If you have:

A post-secondary degree (preferably in human services, business, health or public administration)

The ability to communicate and work with Board of Directors in a timely and accurate manner

The ability to manage internal and external issues and alert the Board to possible risk issues

The ability to think and plan strategically in establishing long and short term goals

The ability to anticipate emerging issues, to seek out opportunities

The ability to lead staff in achieving the vision, mission and strategic plan of the organization

To motivate and lead staff in delivering high quality, culturally competent and inclusive service to the community

The ability to engage volunteers, staff, board members, communities' members and organizations

Ability to participate, organize fundraising and understand the applicable legislation (Not for Profit Act)

The ability to prioritize, organize, deploy and distribute resources in a fast paced environment

The ability to read, interpret and act on financial information

The ability to develop annual budgets and maintain fiscal responsibility in managing agency funds

Ability to negotiate physical plant issues and agreements

The ability to be active in the community and represent the agency's vision and mission

The ability to act as the agency's spokes person

Ability to maintain standards of practice and service delivery, insurance, contracts and reports

Ability to ensure physical and psychological safety and wellbeing of the staff, volunteers and the environment in which they work (Employment Standards Act)

### Skills Knowledge and Experience:

Passion, idealism, integrity, positive attitude, mission-driven, and self-directed;

Excellent interpersonal and communication skills, both oral and written;

Demonstrated experience in negotiating, networking and building collaborative relationships with diverse groups of people;

Hands-on Financial and Resource Management skills including budget preparation, analysis, decision-making and reporting;

Knowledge of Fund Development strategies;

Proven transparent and high integrity leadership, coaching and relationship management;

Demonstrated decision making and problem solving;

Strong organizational skills including planning, delegating, program development and task facilitation;

Strong computer skills and efficiency in all Microsoft programs;

Solid understanding of government, policy and legislative requirements impacting Muskoka Victim Services

Experience working with (or in) a Board of Directors;

5 years of progressive Management and Leadership experience preferably in community social services and non-profit management;

A valid Ontario (G) Driver's License and use of a personal vehicle and a current Vulnerable Sector Check.

### The successful applicant must be willing to work:

35 hours a week

Evening, holidays and/or weekends depending on the needs of the service

Travel though out Muskoka

Applicants may request the remuneration scale

Please submit your resume and cover letter outlining the posted criteria to:

[mvs@muskokavs.ca](mailto:mvs@muskokavs.ca) by end of day December 11, 2017

Preference will be given to internal applicants

We thank all candidates for their interest, however, only those selected for an interview will be contacted.

***Muskoka Victim Services*** provides support to those who have experienced trauma resulting from crime or tragic events. Immediate, on-scene assistance is available 24 hours a day, 365 days a year throughout the entire District of Muskoka.