



Executive Director

Permanent Full-Time Position

Organizational Mandate:

The Elizabeth Fry Society of Saskatchewan (EFS-SK) is a not for profit, charitable organization located in the Province of Saskatchewan and incorporated for the purpose of working with and advocating for women and girls in the justice system, particularly those who are or may be criminalized. It is an affiliated members of the Canadian Association of the Elizabeth Fry Societies (CAEFS).

Responsibilities and Duties:

Reporting to the Board of Directors of the EFS-SK, this position is responsible for providing management and leadership of the internal and external operations of the EFS-SK, as well as:

- Providing direct support to clients, individual advocacy and institutional monitoring and advocacy.
- Acting as lead public spokesperson for the EFS-SK with the media and other stakeholders as required, and including addressing issues or concerns that may impact EFS-SK and/or its clients.
- Providing leadership and oversight of all present and future services, program development, and implementation in accordance with the EFS-SK goals and strategic plan defined by the Board of Directors and organizational policies and procedures.
- Establishing and managing adequate staff and volunteer complements, including recruitment, supervision, development, and performance management of staff, contractors, volunteers, and others.
- Ensuring the maintenance of sustainable asset and property management, while maintaining an effective system of financial control, processes and procedures, and including the management of grants, contractors, and agreements with funders, suppliers and vendors in compliance with their terms.
- Providing regular and timely financial analysis and reporting to the Board of Directors and facilitating the preparation and oversight of the annual independent financial audit.

Requirements:

- Preference will be given to those who possess a post-secondary degree in one of the social sciences or business or law.
- Competence, training and sensitivity with respect to Indigenous cultures and traditions, trauma informed care and gender based care.
- A proven track record in current business and/or non-profit management, as well as financial and asset management.
- Ability to provide leadership to achieve strategic long-term goals and the development of the organization as per the mandate set by the Board of Directors.
- Demonstrate excellent interpersonal communication skills and proven writing skills necessary to fulfill the stakeholders and public relations requirements.
- Proven ability to lead staff and provide effective support, supervision and development opportunities.

Please submit your application to recruitment.elizabethfrysk@gmail.com by January 2, 2019.