

Executive Director - Job Posting

Are you a collaborative, strategic leader with a passion for working in social service organizations? Do you value relationships and partnerships, inclusion and diversity? **Phoenix Human Services Association** is seeking an experienced, confident, forward-looking Executive Director to lead our well-established organization.

About Us

At Phoenix, we are privileged to be invited into the personal lives of the people we serve, to be part of their journey... and after all is said and done, to join them in celebrating their achievements and looking ahead to brighter days. Our staff are extremely passionate about the services that we provide. As a non-profit charity, we exist to make a difference in people's lives, and we are entrusted with public funding to do that very thing.

'Phoenix Human Services provides programs that recognize individuals' uniqueness and creates opportunities to enhance their strengths and resourcefulness'

For more on who we are, access the Phoenix Human Services Association website [here](#).

About the Role

The Executive Director is responsible for policy development and implementation, and the effective leadership and management of the association and all its programs. We're looking for a visionary leader who will guide the development of a multi-year strategic plan, create and implement a Board development plan, and quickly establish trust and positive, effective relationships with partners, stakeholders, staff and clients. The Executive Director works in close collaboration with our team to identify and promote opportunities for growth, inclusion and well being.

The Executive Director role is responsible for all aspects of strategic and operational leadership, including: Program Planning and Management; Board Leadership; Board of Directors and Committees; Operational Planning and Management; Financial Management; Budget; Funding; Human Resources Management; External Relations; Risk Management; and Administration.

Our Ideal Candidate

Education

- Bachelors Degree in the social services field (e.g. CYC, BSW) is required.
- Masters Degree - MSW, M.Ed. (Counselling), M.A. (Clinical Psychology) or relevant experience is preferred.

Experience

- Five years' senior leadership experience, ability to manage 50+ staff, labour relations and human resources experience.
- Ten years' experience in social services, preferably with some of it in British Columbia.

- Fiscal management and analysis, contract management, government and funder relations; grant and proposal writing experience.

Knowledge, Abilities and Characteristics

- Innovative and strategic thinker who can nurture Phoenix's strengths and successes while identifying and capitalizing on new opportunities with an emphasis on financial sustainability.
- Able to engage and command the confidence and respect of stakeholders.
- Flexible, adaptable and has the courage to shift direction and experiment with new initiatives.
- Confronts the complex realities of the environment and simultaneously maintains faith in a different and better future, providing purpose, direction, and motivation.
- Possesses advocacy and clinical skills
- Excellent listener and communicator - internal, external, media and web-based

Honesty and integrity are fundamental values of Phoenix Human Services; our Executive Director will be ethical, authentic, and respectful. We are compassionate people and work in a collaborative, non-hierarchical environment where we can solve problems through creativity, risk-taking and open-mindedness. Our leader will bring optimism and a focus on solutions, and will champion resilience, resourcefulness and innovation. They will also be comfortable setting appropriate boundaries.

To read more and ask questions about this position including compensation and benefits information, as well as information about living in Victoria, please email application@phoenixhumanservices.org.

How to Apply

If this is the next step in your professional career, for more information and to apply to the position, please by email your cover letter and resume to application@phoenixhumanservices.org.