

Job Title	Chapter Director
Function	Administration
Background Required	Criminal Record; Non-Disclosure Agreement
Location	3 positions available: Halifax, NS; Vancouver, BC; Waterloo Region, ON
Typically reports to	Executive Director
Status	Part Time, Contract

Position Summary (Purpose): Plans and oversees daily operations of a chapter to realize Shelter Movers' mission, supporting survivors of abuse. Working collaboratively with national Functional Directors, the Chapter Director provides leadership and shared accountability for all functions underpinning a chapter of Shelter Movers.

General Responsibilities

- Provides leadership to and manages the efforts of staff to ensure appropriate support of all departments
- Collaboratively develop local strategies with National Directors in regards to: Fund Development, Volunteer Engagement & Retention, Recruitment, Marketing & Communications, and Operations to support SM's mission
- Oversee and reports on the chapter's procedures and results for all departments
- Enhancing Shelter Movers' image by championing the SM brand and values, and being active and visible in the community
- Foster strategic relationships with key local partners, including elected officials, provincial and regional sector partners, major donors, media, business supporters, shelters, and other agencies to drive referrals and fortify donor relations
- Serve as primary spokesperson for the chapter in all PR matters
- Fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
- Serve as signatory on all major bank transactions
- Research opportunities to engage new referral sources and/or extend a chapter's reach
- Serve as final back stop when handling client complaints and volunteer eligibility
- Other duties as assigned by the Executive Director

Skills, Experience and Education

- Demonstrated success in a senior organizational leadership role, preferably in the nonprofit sector
- Strong analytical, problem-solving skills with the ability to manage multiple projects under tight timelines
- Collaborative and compassionate leadership style to build trust and inspire others to achieve common goals
- Experience managing large teams (over 20 staff) using volunteer management approaches
- Excellent judgement in setting priorities, problem, and solution identification
- Proven record executing fundraising campaigns and events
- Grant writing experience is an asset
- Able to engage in organizational and system-level strategic visioning and planning
- Budget development experience, ability to understand a financial statement
- Advanced verbal and written communication and negotiation skills
- French - English university level verbal is an asset
- Acts ethically and strives for integrity and excellence in all areas of responsibility
- Advanced understanding and interest in gender studies, including anti-racist, anti-oppressive frameworks and intersectionality of challenges faced by women and particularly survivors of abuse in the local community

Note that the successful candidate will be subject to successful completion of a criminal background check and reference check.

Shelter Movers is an equal opportunity employer. Racialized women, women who identify as LGBTQ+, and women living with a disability are particularly encouraged to apply for this position.

Estimated Time Requirements and Remuneration:

- 21 hours per week, including daytime and some evening meetings
- 12 month contract position (3 month probationary period)
- Travel to established chapters expected
- Competitive compensation is provided according to skills and experience (Between \$35,000-\$45,000 annually)

Application Process

- Send Resume/CV and Cover Letter to HR@Sheltermovers.com with Subject: Application for Chapter Director - [Location of Interest]
- We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to



contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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