



Job Title	Chapter Director
Function	Administration
Location	Halifax, NS (Remote)
Typically reports to	Executive Director
Status	Part Time

About Shelter Movers:

Shelter Movers provides moving and storage services at no cost to women and children fleeing abuse. We are the only organization of our kind in Canada, and our volunteers are no less exceptional. Every year, in collaboration with community partners, our volunteer teams contribute over 15,000 hours to support people transitioning to lives free of violence and abuse.

The Role:

The Chapter Director 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.

What you'll be Responsible for:

- Providing leadership to and managing the efforts of staff to ensure appropriate support of all departments
- Collaboratively developing local strategies with National Directors in regards to: Fund Development, Volunteer Engagement & Retention, Recruitment, Marketing & Communications, and Operations to support SM's mission
- Overseeing and reporting 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
- Fostering 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
- Serving 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
- Serving as signatory on all major bank transactions

- Researching opportunities to engage new referral sources and/or extend a chapter's reach
- Serving as final back stop when handling client complaints and volunteer eligibility
- Other duties as assigned by the Executive Director

We are looking for Someone who has:

- 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
- A 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
- A proven record executing fundraising campaigns and events
- Grant writing experience is an asset
- Experience with 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
- 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
- Strong ethics and strives for integrity and excellence in all areas of responsibility

Role Details:

- 21 hours per week, including daytime and some evening meetings
- Flexible schedule
- Travel to established chapter location expected
- Competitive compensation is provided according to skills and experience
- Health Benefits

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.

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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