

## Chapter Director - Shelter Movers Calgary

### Role Description

---

#### About Shelter Movers

Shelter Movers is a national, volunteer-powered charitable organization providing moving and storage services at no cost to individuals and families fleeing abuse. We collaborate with local businesses and community agencies to support people, primarily women and children, as they transition to a life free of violence.

Shelter Movers was founded in 2016 and currently serves families experiencing abuse in Vancouver, Waterloo, Toronto, Ottawa, Montreal, and Nova Scotia. We are growing and looking to add caring and compassionate people to our team.

#### About this role

The Chapter Director 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.

#### Responsibilities

- Providing leadership and managing the efforts of staff to ensure achievement of annual targets and objectives
- Collaboratively developing local strategies with National Functional Directors in regards to: Finance, Fund Development, Volunteer Engagement & Retention, Recruitment, Marketing & Communications, and Operations to support SM's mission
- Overseeing and reporting on the chapter's compliance to national standards, procedures and results for all functions
- Promoting Shelter Movers' reputation and brand through word of mouth and social / mainstream media
- 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 public facing matters
- Managing the chapter's finances, operating within approved budgets; ensuring maximum resource utilization
- Serving as signatory on all major bank transactions
- Researching opportunities to engage new referral sources or increase a chapter's capacity
- Serving as final back stop when handling client concerns and volunteer applicant eligibility
- Other duties as assigned by the Chief Executive Director

#### Skills and Qualifications

- 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 judgment 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
- 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
- French - English university level an asset

#### **Role Details:**

- Time commitment: 21 hours/week
- Duration: 14 months
- \$60,000-75,000 per annum, plus benefits depending on skills and experience
- Travel to established chapter location expected

#### **To Apply**

- Email your resume and cover letter to [hr@sheltermovers.com](mailto:hr@sheltermovers.com)

*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, indigenous women, persons identifying as part of the 2SLGBTQ+ community, and women living with a disability are particularly encouraged to apply for this position. To request reasonable accommodation, contact [hr@sheltermovers.com](mailto:hr@sheltermovers.com).*

#### **Covid-19 Hiring Statement**

Shelter Movers continues to operate and provide our unique moving and storage services, notwithstanding the COVID-19 pandemic. We have implemented stringent safety measures to protect our volunteers, staff, partners, and clients