

## **Chapter Director – Shelter Movers Ottawa**

### **Role Description**

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#### **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. 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.

Working at Shelter Movers means creating a meaningful impact for families experiencing abuse. It also means showing allyship and playing a tangible role in breaking the cycle of gender-based violence in Canada. We are growing and looking to add caring, compassionate, and competent people to join our team.

#### **About this role**

Shelter Movers is seeking a Chapter Director to oversee the daily operations to carry out Shelter Movers' mission of supporting survivors of abuse in the Ottawa area. A Chapter Director at Shelter Movers has a variety of senior-level responsibilities including, leading and managing staff efforts within the organization, serving as the spokesperson for the chapter, raising funds for the long term sustainability of the chapter, collaborating with various partners, organizations and stakeholders and managing chapter finances and operational tasks.

The Chapter Director role is the best fit for a caring and compassionate individual with an interest in creating a meaningful impact for families experiencing abuse. The ideal candidate would have had previous experience in a senior leadership position at an organization, preferably in the non-profit sector. The ability to collaborate, analyze, problem-solve, manage tasks, communicate, negotiate, fundraise, and produce successful results are all skills necessary to succeed in this role.

#### **What you'll be responsible for:**

- Serving as the primary spokesperson for the chapter in all public-facing matters
- Leading and managing the efforts of staff to ensure the achievement of annual financial and operational targets and objectives including fundraising
- Overseeing and reporting on the chapter's compliance with national standards, procedures, and results for all functions
- Fostering strategic relationships with key local partners, including elected officials, provincial and regional sector partners, major donors, media, business supporters, and other shelters/agencies to drive referrals and fortify donor relations
- Collaborating with National Functional Directors to develop local strategies on Finance, Fund Development, Volunteer Engagement & Retention, Recruitment, Marketing & Communications, and Operations to support the organizational mission

- Promoting Shelter Movers' reputation and brand through word of mouth and social/mainstream media and supporting the development of strategic media partnerships
- Researching opportunities to engage new referral sources or increase a chapter's capacity
- Managing the chapter's finances, operating within approved budgets; ensuring maximum resource utilization and serving as the signatory on all major bank transactions
- Serving as a final backstop when handling client concerns and volunteer applicant eligibility
- Other duties as assigned by the Chief Operating Officer

**The ideal candidate:**

- A collaborative and compassionate leader with the ability to build trust and inspire others to achieve common goals
- Fluent in English and conversational French
- Strong ethics and strives for integrity and excellence in all areas of responsibility
- Demonstrated success in a senior organizational leadership role, preferably in the nonprofit sector
- Demonstrated experience overseeing and leading fundraising efforts for small to medium sized nonprofit organization
- Strong analytical and problem-solving skills with the ability to manage varied priorities/projects under tight timelines
- Experience managing high performance teams in both paid and unpaid roles
- A proven record of executing successful fundraising campaigns and events as well as grant writing experience
- 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

**Role Details:**

- Anticipated start date of October 1, 2023
- Job Type: Full Time (35 hrs/week)

- Salary: \$60,000 - \$75,000 per hour + benefits depending on skills and experience
  - Location: Ottawa, Ontario
- Day-to-day work is completed remotely with drop-in shared office space available

### **Perks at Shelter Movers:**

- Health/dental benefits
- Employee Assistance Program
- Maternity top-up
- Discounted GoodLife fitness membership plus waived enrolment fees
- Paid time-off

### **To Apply**

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

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

### **Equal Opportunity Statement**

Shelter Movers is an equal-opportunity employer. We welcome applicants from all backgrounds without regard to age, colour, race, sex, religion or belief, national or ethnic origin, sexual orientation, gender identity or expression, marital status, family or parental status, genetic characteristics, or physical or mental disability.

We provide employment accommodation in accordance with provincial legislation. To request a 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.