



JOIN OUR TEAM AS EXECUTIVE DIRECTOR

POSITION OVERVIEW

We are seeking a dynamic and experienced Executive Director to lead Coverdale Justice Society and report to the board of directors. The Executive Director will oversee the leadership team including several direct reports, manage financials, and be deeply involved in funding reporting and securing new funding opportunities ensuring the sustainability of Coverdale programming. The successful candidate will work collaboratively with government and non-government funders to advance the mission of the organization. Other key responsibilities include program development and administration, allowing for the optimal use of organizational finances, staff and resources. This individual will also provide financial leadership by managing budgets and monitoring long-term strategic fiscal plans.

ABOUT Coverdale

We're proud to be a non-profit organization serving women, girls, and gender-diverse individuals in Nova Scotia. Our programs and services are designed to empower and support those inside and outside of the justice system.

OUR MISSION

Coverdale Justice Society's mission is to provide support and specialized services to women, youth, and gender-diverse individuals in Nova Scotia, with a focus on improving access to justice, providing alternatives to traditional justice, and enhancing public safety and well-being.

OUR VISION

Our vision at Coverdale is to create a world where justice transcends the boundaries of the legal system and is deeply woven into the fabric of our society. We believe in fostering an environment where justice is not just a concept but a way of life, guiding our interactions and shaping our personal growth. We are dedicated to this vision and committed to making it a reality for all people.

OUR VALUES

- Empathy
- Justice
- Respect
- Solutions focused



- Responsibility
- Collaboration
- Courageousness
- Client Centricity

RESPONSIBILITIES

Organizational Leadership

- Lead the development and implementation of strategic and annual plans in collaboration with the board and key stakeholders.
- Uphold Coverdale Justice Society's reputation and brand by nurturing relationships with partners, donors, and community members.
- Empower staff and volunteers by fostering a positive organizational culture aligned with our mission and values.

Staff Management

- Ensure fair compensation, clear job descriptions, and development opportunities for staff and volunteers.
- Promote a work environment that supports job satisfaction, fairness, and a sense of belonging.
- Address conflicts constructively and encourage a culture of learning and growth.

External Communications

- Serve as a key spokesperson for Coverdale Justice Society, representing the organization in public forums and media.
- Develop and implement an external communications strategy to engage key stakeholders and the broader community.
- Manage the organization's online presence through social media platforms.

Board Collaboration

- Provide regular reports to the board on financial performance and strategic initiatives.
- Administers the funds of the organization according to the approved budget by the Board of Directors understanding it can be a moveable budget with the Board of Directors approval.
- Maintain open communication with the board chair and members, offering strategic insights and counsel.



- Advise the board on emerging trends and potential risks that may impact the organization.

Advocacy and Fundraising

- Champion Coverdale Justice Society's mission and advocate for systemic change in the justice system.
- Build strong donor relationships and secure funding to support the organization's programs and initiatives.

QUALIFICATIONS

- A minimum of 5 years of leadership experience, preferably within the non-profit or social services sector.
- Post secondary education in a relevant field: community services, social work, counseling, psychology, criminology, law.
- Proven ability to develop and execute strategic plans in complex and evolving environments.
- Deep commitment to social justice, equity, and systemic change.
- Demonstrated a high level of integrity, confidentiality, and accountability.
- Strong skills in external communications and relationship building with diverse stakeholders.
- Experience working with boards of directors and providing strategic guidance.
- Financial acumen, including budgeting, reporting, and asset management.
- Successful track record in fundraising and donor engagement.
- Experience in managing a network of member organizations or similar entities.

Working Conditions

- Travel required.
- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computers and peripherals.
- Overtime as required.

Conditions of Employment

- Legally entitled to work in Canada
- Satisfactory criminal background check, dated within 6 months

EMPLOYMENT PACKAGE

- Salary: \$75,000-\$85,000



- Benefits: Health and wellness package and professional development opportunities.
- Location: Halifax, Nova Scotia

How to apply

APPLICATION DETAILS

We strongly encourage applications from all interested individuals, with particular emphasis on candidates from historically excluded groups. This includes individuals who identify as African Nova Scotian, Black, Indigenous/First Nation, racialized, 2SLGBTQ+, and people with disabilities. We invite applicants to share this information in their cover letter or resume.

At Coverdale, we expect that not every candidate will meet every single desired qualification. If you have experience that looks a little different from what we have identified and you think you can bring value to the role, we welcome the chance to learn more about you.

Send applications to boardchair@coverdale.ca. Applications will be accepted by email until 12 p.m. on August 25th, 2024. Please include a detailed cover letter that highlights your experience.