

Job Posting CAWI Executive Director

Position Type: 5 days/week
Job Region: Ottawa Area
Start date: April 15, 2019
Salary range: \$62,000 - \$70,000

The City for All Women Initiative (CAWI), *Initiative; une ville pour toutes les femmes*, in Ottawa, is seeking a visionary, passionate and innovative Executive Director to lead the organization through an exciting period of growth and development. CAWI is a unique collaboration of women from diverse communities, organizations and academia, working with municipal decision makers to create a more inclusive city and advance gender equity.

Reporting to the CAWI Board, the Executive Director is responsible for strategic planning, program coordination, fundraising and finance, human resources, community engagement and municipal relations:

Strategic Planning and Program Coordination

- Coordinates strategic planning and implementation
- Coordinates recruitment, orientation and support of CAWI Board members
- Coordinates ongoing programs, including advancing application of the Equity and Inclusion Lens

Fundraising & Finance

- Liaises with funders and potential CAWI sponsors
- Coordinates fundraising (relationship-building, grant-writing, reports to funders)
- Coordinates preparation of budgets
- Coordinates management of day-to-day finances and accounting

Communications

- Oversees design, translation and distribution of CAWI resource materials
- Oversees CAWI's communications and social medial strategies

Human Resources

- Recruits, hires and orients staff
- Supervises staff and oversees supervision of placement students and volunteers
- Ensures ongoing compliance with all relevant policies and legislation

Community Engagement and Municipal Relations

- Coordinates liaison with City staff and City Councillors on development of CAWI activities and resources
- Supervises CAWI staff/volunteers in the engagement of women and community partners in CAWI activities (e.g. Action Forums)
- Fosters the building of coalitions and networks to support CAWI activities and mandate
- Oversees training of facilitators for social change

Qualifications:

Education and Experience

- Relevant university degree and or equivalent work experience (i.e. Indigenous Studies, Adult Education, Gender Studies)
- Demonstrated experience working collaboratively with partners, organizations and governments on issues of gender equity to affect broad systemic change
- Experience applying principles of gender equity and intersectionality to build coalitions
- Demonstrated commitment to gender equity, feminist and social justice movements
- Knowledge and understanding of issues affecting Indigenous, racialized, immigrant women, LGBTQ2plus, and women living with disabilities
- Knowledge of acts and regulations, policies and practices which govern the employer-employee relationship
- Education for social change and facilitation experience

Abilities

- Ability to effectively communicate orally and in writing for a wide variety of audiences
- Ability to work independently and collaboratively
- Demonstrated ability to work effectively and equitably with women who have lived experiences of oppression in relation to race, indigeneity, gender identity, immigrant status.
- Ability to understand, influence and collaborate with government decision-makers, grassroots organizations, academia or community leaders to affect change
- Ability to address and resolve conflict effectively
- Demonstrated ability to be innovative and visionary

Languages

- Ability to speak and write at an advanced level in English
- The ability to communicate and write in French, and other languages, is an asset.

Send your cover letter and resume by February 18th to [hiring@cawi-ivtf.org](mailto: hiring@cawi-ivtf.org).

Only candidates selected for an interview will be contacted.

CAWI is committed to principles of employment equity and strives to ensure that its staff reflects the diversity of women in the City and the country. Women who identify as new immigrant, Indigenous, racialized and women with disabilities are encouraged to apply.

For more information, visit www.cawi-ivtf.org