

## **Executive Director Advertisement**

Leduc and District Victims Services has a challenging and rewarding opportunity for an Executive Director to lead and manage the operations of the organization. With a mandate of increasing the profile and awareness, providing guidance and mentorship to staff and volunteers and ensuring alignment between the core programs and services of the Leduc and District Victims Services mission and goals, the ideal candidate will possess the following combination of education, experience and personal attributes:

- A Post-Secondary degree in the area of Non-profit management, Crisis Intervention and/or a human service related field, with ongoing professional development;
- 5 to 7 years experience working in progressively responsible leadership and/or operational roles;
- Background working in a not for profit environment, grant development and with volunteers a definite asset;
- Self directed team builder with experience reporting to a Board of Directors;
- An engaging and confident leader who is supportive and inclusive in their approach to problem solving;
- Exceptional interpersonal skills with a demonstrated ability to build relationships with staff, volunteers and stakeholders;
- Excellent time management skills with the ability to prioritize and delegate to achieve organizational goals;
- Knowledge of critical incident stress management, the judicial system and crisis intervention, is an asset;
- A valid Alberta Driver's License.

Interested applicants are encouraged to submit their resumes and covering letter quoting "Executive Director Recruitment" in confidence no later than July 26, 2017 to:

Leduc and District Victims Services  
#1 4119 – 50 Street, Leduc, AB T9E 7L9  
Email: [ldvsupresident@gmail.com](mailto:ldvsupresident@gmail.com)

Leduc and District Victims Services would like to thank all applicants for their interest and advises that only those applicants who are granted an interview will be contacted directly. The successful candidate must pass an enhanced security clearance with the RCMP and a Child Welfare check.