

WRC

Women's Resource Centre

OFFICE: 295-3882 HOTLINE: 295-7273

Accredited, non-profit Bermuda Registered Charity # 267
requires an

EXECUTIVE DIRECTOR

The Women's Resource Centre (WRC) has a two-fold mission: to work toward the enhancement of women's development and empowerment, and more specifically, to be at the forefront of prevention and intervention for sexual assault and other sexual misconduct. Towards these ends, the WRC provides counselling services to women, offers education and training, advocates for positive change, and helps develop a partner network with other organizations to provide a range of services for women.

The Executive Director, in partnership with the Board of Directors, is responsible for ensuring that the WRC is responsive to the concerns of women across the community. The role entails leading change by defining current needs, collaborating with Government and other charities and businesses, and implementing and evaluating programs. The individual must also sustain and enhance the operations of the WRC by motivating the team, managing the finances and the facility, effective fund development and public relations (including web-site and other media) and by operating with the 'best practice' model defined by the accrediting body.

This is a demanding full-time position with evening and weekend commitments, which requires a self-motivated, dynamic individual. The successful candidate will be proactive in providing direction and leadership toward the achievement of the WRC's vision, mission, strategy and its annual goals and objectives. More specifically, the individual will be competent in programme and service delivery and evaluation; financial, risk, and facilities management; human resources management; fundraising; community and public relations; and collaboration.

Qualifications Required:

- At least 5 years of demonstrated success in a senior management/leadership position in the for-profit or not-for-profit sector
- Bachelor's Degree required; Master's Degree preferred, in the areas of Sociology, Counselling, Women Studies, or Psychology
- Strong organizational, management, and supervisory skills
- Financial management experience
- Successful experience in fund development and fund-raising
- Excellent written and oral communication skills
- Effective presentation skills to small and large groups
- Knowledge of issues pertaining to women's empowerment and sexual assault and a passion for promoting positive change

To apply, please submit a cover letter and resume along with two references to the attention of The Board Chairperson, by hand delivery in a sealed envelope, to: The Women's Resource Centre, Charities House, 2nd Floor, 25 Point Finger Road, Paget; or by e-mail, to: jk@ibl.bm.

Deadline for application is Friday, February 1st 2013.

Strong women, Strong families, Strong community