



## Executive Director

Are you a values-based leader with a deep commitment to social justice, gender equity, and community well-being? Do you bring both strategic acumen and heartfelt compassion to your work? If so, we invite you to consider this meaningful opportunity.

On behalf of our client, **Sooke Transition House Society (STHS)**, TallSky Consulting Group is seeking an experienced and compassionate **Executive Director**. This is a full-time, on-site role based in Sooke, BC, offering the opportunity to provide visionary leadership to a mission-driven organization with deep community roots, supporting women and children affected by gender-based violence.

### About the role:

As Executive Director, you will lead the strategic and operational direction of the Sooke Transition House Society, working collaboratively with the Board of Directors, staff, community partners, and funders to advance the organization's mission and long-term sustainability.

Your key responsibilities will include:

- Overseeing finances, human resources, compliance, and day-to-day operations
- Fostering a supportive, trauma-informed values-aligned workplace culture
- Building strong relationships across the community and sector
- Advancing advocacy, fundraising, and long-term organizational sustainability

To learn more about this opportunity and what your day-to-day may include, please review the full [Job Description](#).

### What Sooke Transition House offers:

- A starting salary of \$90,000 - \$100,000 per annum, commensurate with your experience
- Access to a Municipal Pension Plan and extended medical and dental benefits
- 3 weeks' vacation plus 12 sick/wellness days annually
- A full-time (35 hours/week) position located in beautiful Sooke, BC
- Opportunities for mentorship, leadership development, and relevant training
- A workplace that is guided by values of **compassion, courage, empowerment, integrity, respect, safety, and trust**
- A supportive and collaborative Board of Directors dedicated to your success

### Our Ideal Executive Director:

We're looking for someone who embodies the spirit of compassionate leadership with the practical expertise to guide and grow a community-based organization.

You bring:

- 5+ years of senior management experience, ideally in the rural, non-profit services sector

- A proven track record in organizational management, financial oversight, and staff leadership
- Strong background in the administration and development of programs, particularly within anti-violence or related social impact sectors
- Knowledge of gender-based violence, trauma-informed care, and intersectionality
- Experience working in a unionized environment and collaborating with Boards of Directors
- Demonstrated success in fund development and government grant management
- The ability to navigate complex systems and foster meaningful partnerships across sectors

### **These Skills and Abilities Will Help You Thrive:**

- Inclusive and trauma-informed leadership, grounded in equity and psychological safety
- Strategic thinking that translates vision into clear, measurable goals
- Strong communication and interpersonal skills to engage, advocate, and build trust
- Calm and adaptable under pressure, especially in crisis situations
- Proficiency with digital tools and systems like Microsoft Office, QuickBooks Online, and reporting platforms
- A values-aligned approach to policy, staff development, and community relationships

### **Additional Considerations:**

- Evening availability is required; weekend work and occasional travel may also be necessary
- Due to the 24/7 nature of STHS's programs the Executive Director must be available for emergency response
- Employment is subject to a successful criminal record check and signed confidentiality agreement

### **About the Sooke Transition House Society:**

STHS envisions a world free from violence, discrimination, and gender inequity, where all individuals, especially women in all their diversity, can live safely and with dignity. Our trauma-informed, women-centred services are grounded in intersectional feminist values. We provide emergency shelter, housing, counselling, advocacy, and outreach, while also engaging in community education and systemic change.

### **JOIN US!**

This is a meaningful opportunity to lead an organization deeply rooted in community and committed to systemic change. As Executive Director, you'll help ensure survivors of gender-based violence receive the support they need while advancing STHS's mission and impact in the region.

As an employer, the Sooke Transition House Society is dedicated to building an organization that reflects the diversity of our membership and the communities we serve. We encourage applications from BIPOC, persons with disabilities, neurodiverse, as well as people of all sexual orientations and gender identities. All qualified individuals who would contribute to the diversification of our organization are encouraged to apply as the STHS is committed to promoting equal employment opportunities for all members of the community

### **How to Apply:**

We encourage you to review the [\*\*Job Description\*\*](#) and then forward a resume and cover letter that clearly outlines how your skills and experience meet the requirements of this role to **TallSky Consulting**.

*This position will remain open until it is filled. We thank all applicants; however, after the initial acknowledgement, only those selected for further consideration will be contacted.*