



Canadian Resource Centre for Victims of Crime Job Opportunity - Executive Director

The Canadian Resource Centre for Victims of Crime (CRCVC) Board of Directors is seeking an energetic, qualified, and flexible leader with a background in direct service who is comfortable providing strategic leadership and direction for a not-for-profit organization. Most important is a deep dedication to providing support to victims of crime and their families.

The CRCVC is a not-for-profit charitable organization whose mission is to provide support and guidance to crime victims and their families to assist them in obtaining needed services and resources. Equally, we work to advance victims' rights in Canada by presenting the interests and perspectives of victims of crime to all levels of Government. Striving to foster heightened public awareness of victims' issues, we also conduct research in the field of victimology and promote exchanges between criminal justice and victim services professionals at the local, provincial/territorial, and national level.

The Executive Director is responsible for overseeing the policies and operations of the CRCVC and working in collaboration with criminal justice partners and stakeholders to ensure victims of crime have access to the information and supports they require. The Executive Director is also accountable for providing authoritative and expert advice and recommendations on the governance and financial accountabilities of the CRCVC, and leading fundraising activities. This is a unique opportunity for a qualified leader to work with a diverse group of staff, students, and volunteers, with a stable and dedicated Board of Directors, and within a team oriented, caring, mission-focused work environment. Please see the attached work description for a full list of key activities.

The Executive Director should have the following experience, skills, and knowledge:

- Experience working with victims or within the criminal justice system.
- Experience in developing strategies, plans, and coordinating programs.
- Experience in managing staff.
- A deep knowledge and understanding of the criminal justice system and victim's rights.
- Knowledge of financial management and measures of performance.
- Ability to apply successful fundraising and networking techniques.
- Strong organization and leadership abilities.
- An analytical mind capable of "out-of-the-box" thinking to solve problems.
- Excellent communication (oral and written) and public speaking skills.

The following would be assets for the position:

- Experience working with a board of directors.
- Experience developing and managing a website and social media presence.
- Experience working with Indigenous communities or on Indigenous issues.
- A degree in business administration or relating to victimization or the criminal justice system.
- Bilingual.



If you are interested in this position, please submit a cover letter which demonstrates how you meet the required experience/skills, along with a resume to: recruitment@crcvc.ca

Note: you will only be contacted by the CRCVC if it is determined that you meet the experience/skills requirements and will be invited for an interview.

Note: the interview will be conducted virtually.

Position Title: Executive Director

Reporting To: CRCVC Board of Directors

Job Type: full-time

Hours: Monday to Friday – 40 hours per week with flexible hours, with the possibility of evenings and/or weekends on rare occasions (part of the 40 hours)

Compensation: \$70,000 per year with annual cost of living increases (benefits include sick leave and vacation)

Location: Ottawa, Ontario *[note: a virtual arrangement may be considered as long as the Executive Director is able to be in the Ottawa office at least once a week – travel expenses will not be compensated]*

Anticipated Start Date: August 1, 2024