



## **DIRECTOR, PROGRAMS & STRATEGY**

### **WOMEN'S CENTRE OF CALGARY**

AccessHR is excited to partner with **Women's Centre of Calgary** for the recruitment of a full-time, permanent **Director, Programs and Strategy**. The successful candidate will be based out of our location in Calgary and will be able to drive to locations throughout the city.

#### **ABOUT WOMEN'S CENTRE OF CALGARY**

The Women's Centre of Calgary is a community organization that provides a safe and supportive space accessed by thousands of women and girls each year in Calgary. Our mission is to be every woman's place for support, connections, and community. Specifically, we connect with women looking for assistance, for opportunities to connect and/or for ways to affect change in their community.

We also recognize that systemic barriers often prevent women from living the lives they want. Through our Work for Change initiatives, we advocate for systemic changes and new policies that will positively impact the lives of women.

Our trust-based work is supported by 400 active volunteers and is centered on a philosophy of women helping women. At the Women's Centre, every woman's participation is equally respected and valued. We know that diverse participation is necessary for the community to benefit from the strengths and perspectives that women hold.

#### **POSITION DESCRIPTION**

The Director, Programs & Strategy will join a 2-woman leadership team, reporting directly to the Executive Director. The successful candidate will be accountable for delivering impactful programming, developing and advancing policy initiatives, contributing to strategic direction, and fostering meaningful stakeholder partnerships.

Success in this role requires a deep knowledge of socioeconomic policy, strategic development, and the issues affecting contemporary women and girls, along with strong connections to advocacy and community groups. As a leader, you'll lead by example, encouraging accountability, teamwork, and professionalism, while creating a culture rooted in trust, integrity, and a shared drive for excellence.

This role provides a unique opportunity for a creative, research and relationship driven leader to join the only organization in Calgary that solely serves women and girls at the grassroots level. By "modeling the way", you will inspire others to achieve their best while upholding the Centre's mission and vision.

Ultimately, we are seeking a well-connected and emotionally intelligent changemaker who's passionate about making a real, lasting difference in the lives of women and girls. If you're excited by the prospect of delivering impact, influencing policy, and leading with purpose, this is your opportunity to be part of something truly meaningful.

## KEY DELIVERABLES

- **Policy & External Relations:** Lead development and advancement of public policy initiatives by conducting research on social issues affecting women and girls, co-creating policy agendas, and building cross-sector partnerships.
- **Strategic Program Development:** Lead creation and execution of Programs Roadmap, ensuring alignment with strategic direction; secure funding and determine appropriate internal and external service offerings based on evidence-based insights.
- **Funding and Financial Planning:** Steer financial strategy including overseeing program budgets, spearheading development of funding proposals and grant applications, and championing philanthropic initiatives to secure long-term growth and sustainability.
- **Media and Government Relations:** Implement media and government relations strategies to enhance public profile and advocacy efforts; cultivate key relationships with media, government officials, and collaborators to influence policy change.
- **Continuous Improvement:** Review programming, conduct research, analyze trends, incorporate change processes, and collaborate with subject matter experts to ensure effective programming.
- **Relationships:** Nurture working relationships with internal and external collaborators, highlighting connections with Indigenous communities, community groups, funders, and strategic partners.
- **Culture Advocate:** Champion workplace well-being; lead organizational initiatives related to Truth and Reconciliation, wellbeing, gender issues, and diversity and inclusion.

## QUALIFICATIONS

- **Inspirational Leadership:** Ability to inspire individuals to come together and work towards a clear vision; communicates purpose, encourages mastery, and empowers with autonomy.
- **Governance:** Expertise with aligning organizational deliverables to overarching social policy frameworks, while incorporating and sharing best practices.
- **Fiscal Responsibility:** Ability to secure funding, create and administer budgets, and develop impactful ways to steward organizational resources.
- **Metrics Expertise:** Comprehensive knowledge of data collection and analysis, with a focus on the development and tracking of individual and program outcomes.
- **Leader as Coach:** Models accountability; brings equity and fairness to coaching individuals on behalf of building a culture of integrity and mutual respect.
- **Purpose Driven Influence:** Builds consensus and positively influences others to work collaboratively and deliver program excellence.
- **Emotional Intelligence:** Remains composed under pressure, asks open-ended questions, actively listens, celebrates shared successes, and ensures a psychologically safe work environment.
- **Personal Attributes:** Enthusiastic, thoughtful, and calm; a genuine desire to do the right thing on behalf of the communities served.

## EDUCATION & EXPERIENCE

- Degree in public policy, social work, social sciences, or related program.
- 5+ years' progressive leadership experience, including experience at Director or equivalent level.
- 5+ years' experience in public policy or advocacy.
- Experience in program evaluation, monitoring, and reporting.
- Extensive knowledge of community services and agencies providing similarly related services.

## ASSETS

- Master's degree in public policy, social work, social sciences, or related program.
- Knowledge in trauma informed practices.
- Experience in healthcare, government, or larger nonprofit organizations with a public policy focus.
- Experience working with a Board of Directors.
- Working knowledge of human resources.
- Experience securing and managing government grants.

## WHAT WE OFFER

- Meaningful and impactful work dedicated to systemic change.
- Grassroots level work where your impact is experienced every day.
- Opportunity to work with an Executive Director who walks the talk and is driven to lead the organization and deliver impact and meaningful change.
- Competitive compensation, including extended health and dental benefits, life insurance, long-term disability coverage, retirement plan and on-site parking.
- Generous leave plans, including vacation, sick leave, and personal days.

## POSITION REQUIREMENTS

- Criminal Record and Vulnerable Sector background checks.
- Flexibility to work evenings and/or weekends as needed.
- Flexibility to travel throughout the Greater Calgary Metropolitan Area.
- Women identifying persons are encouraged to apply.

## APPLY

Interested candidates are invited to apply with a cover letter and resume [HERE](#). **Please note that the position posting will close at 6:00 pm on May 26<sup>th</sup>, 2025.**

All applicants will receive a personalized response and candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period.

We encourage applications from women of diverse backgrounds to apply. The Women's Centre of Calgary welcomes women identifying and non-binary individuals from all communities and strives to provide a space where they feel brave to discuss their experiences, join groups, and make connections to other services to get support.

In addition, the Women's Centre is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, race, disability, sexual orientation, gender identity or expression, and religious beliefs.