



Executive Director
Job Posting
Salary Range \$85,000 - \$90,000 (CDN)
Hybrid

On behalf of our client, Greater Victoria Police Victim Services (GVPVS), Chemistry Consulting Group is proud to lead the search for a collaborative and visionary Executive Director.

GVPVS plays a critical role in the community, providing compassionate emotional support, practical assistance, and trusted referrals to individuals impacted by crime and trauma. Their highly trained team offers guidance on available resources, case-specific information, police procedures, and the court system. They also support clients through applications to the Crime Victim Assistance Program and the preparation of Victim Impact Statements. This is a unique leadership opportunity to guide a respected organization making a meaningful difference in the lives of those who need it most.

GVPVS is a mission-driven, culture-focused organization seeking an engaging and progressive Executive Director to lead it into its next chapter and bring its newly developed strategic plan to life. This high-profile leadership role calls for a balance of strategic vision and hands-on execution. The ideal candidate will be a forward-thinking leader who can drive innovation, inspire action, and develop tailored initiatives that support meaningful and sustainable change. Reporting to the Board of Directors, the Executive Director is responsible for ensuring the delivery of high-quality, trauma-informed services, fostering strong relationships with police and community partners, and overseeing sound financial and operational management.

RESPONSIBILITIES (included but are not limited to)

Organizational & Program Leadership

- Develop and execute the operational plan in alignment with the strategic plan
- Provide overall leadership and direction for all programs, services, and operations in alignment with Board-approved policies and strategic priorities
- Ensure programs are effective, responsive, and delivered to a high standard in a trauma-informed environment
- Remain operationally engaged as required to address service delivery challenges and organizational priorities
- Identify and resolve operational and program issues, escalating matters to the Board as appropriate
- Lead, mentor, and manage staff, fostering a collaborative, respectful, and accountable workplace culture
- Ensure fair, consistent, and transparent human resource practices
- Maintain clear, timely, and professional communication across the organization and Board

Stakeholder Relations

- Develop, maintain, and update protocols with police, victim-serving agencies, and justice system partners
- Maintain trusted working relationships with police leadership, courts, justice system and community partners
- Represent Victim Services in police forums and operational discussions as required
- Ensure law enforcement partners are informed of service outcomes, challenges, and emerging needs
- Balance close operational collaboration with organizational independence and advocacy
- Act as the organization's primary spokesperson and representative and deliver community presentations and engage with media as required

Board Relations & Governance

- Assist the board in the strategic planning process
- Provide the Board with timely reporting, operational insight, and strategic advice
- Attend all Board meetings and participate in committee work as required

Financial Management

- Direct financial management within the approved budget, including active oversight of expenditures and operational impacts
- Ensure appropriate financial controls, reporting, and compliance are in place
- Lead funding applications, grant management, and reporting obligations
- Engage directly in budgeting, forecasting, and financial problem-solving as required

EDUCATION & RELEVANT EXPERIENCE

- Post-secondary degree in social services, criminology, public administration, business administration, or a related field; a graduate degree is an asset
- Minimum of 7–10 years of progressively responsible leadership experience in a nonprofit, public sector, or human services environment **OR** an equivalent combination of education and experience
- Experience working with or alongside police services, the criminal justice system, and/or victim serving organizations is strongly preferred
- Experience working with a Board of Directors, with a clear understanding of governance and management roles
- Demonstrated experience in funding management, grant writing, contract compliance, and reporting to government or other funders
- Demonstrated senior leadership experience with responsibility for program oversight, staff management, budgeting, and organizational performance
- Experience in navigating complex stakeholder environments while maintaining organizational independence and credibility

- Experience in supporting staff working in trauma-exposed roles and the application of trauma-informed principles in leadership, decision-making, and service delivery
- Experience in budgeting, financial planning, and resource allocation with strong financial controls, reporting accuracy, and compliance with funding requirements

SKILLS & ABILITIES

- Proven ability to operate at both a strategic and operational level, including direct involvement in service delivery when required
- Skilled in developing and sustaining trusted relationships with police, justice system partners, funders, and community organizations and represent the organization with professionalism and diplomacy
- Ability to identify and advance partnership opportunities that strengthen service delivery and community impact
- Proven ability to build and sustain a respectful, inclusive, and accountable workplace culture, providing clear direction, performance management, and constructive feedback
- Willingness to engage directly in operations when required
- Ability to promote equity, inclusion, and accessibility within the organization and its services
- Skilled at identifying risks and opportunities related to funding, sustainability, and resource use

ADDITIONAL REQUIREMENTS

- Successful completion of criminal record and vulnerable sector checks
- Availability for occasional evening or weekend meetings
- Travel within the greater Victoria region is required

GVPVS is committed to fostering a diverse, equitable, and inclusive workplace and encourages applications from all qualified individuals. GVPVS provides accommodations for employees with disabilities to support their success in recruitment and employment.

GVPVS operates a hybrid work environment, with this role requiring work at the Victoria administration office in addition to the Employee's home office.

TO APPLY

To apply please email a personally-authored cover letter (not AI-enabled), along with your resume to careers@chemistryconsulting.ca with "Victim Services" in the subject line.

Application Deadline: May 31, 2026