



Little Warriors is a world-class, national charitable organization focused on the awareness, prevention and treatment of child sexual abuse. We also advocate on behalf of, and with, child sexual abuse survivors.

*Our Mission is to:*

- Raise awareness and provide information about child sexual abuse.
- Advocate to ensure the rights, needs and interests of children are respected and protected.
- Provide child sexual abuse prevention strategies to adults through education.
- Provide a treatment facility to help children cope with the devastating effects of child sexual abuse.

Little Warriors is beginning the search for our next Chief Executive Officer (CEO). Are you a genuine, compassionate and driven individual? Do you have the capacity to pour authenticity and excellence into your work and the people around you? Little Warriors is looking for a dedicated and imaginative leader to be part of an expanding, innovative team. At Little Warriors we're committed to making a lasting impact in helping to prevent and treat child sexual abuse across Canada. We strive to uplift and empower survivors of child sexual abuse so they can go on to lead healthier, happier lives. Our new CEO will build on the successes previously achieved by Little Warriors and will help take the organization into the future (in partnership with our dedicated Board of Directors and Little Warriors team) as we continue to grow and expand.

**Job Posting: CHIEF EXECUTIVE OFFICER**

**Reports To:** Board of Directors – Board Chair and Executive Committee

**Accountability Overview:**

Provide strategic leadership to, and oversee management of, the Little Warriors organization within the guidelines established by the Board of Directors. The CEO's performance is synonymous with organizational performance and identity. The CEO shall represent the organization with external stakeholders including government, donors, related agencies, and accrediting bodies.

**Board**

- Provides full Board support and participates as an active member in governance.
- Works with the Board to develop a strategic plan to set the overall direction for Little Warriors, ensuring strategies advance the mission, vision, values and objectives of the organization.
- Executes the strategic plan with the support of the team at Little Warriors.
- Collaborates to develop organizational policies with the Board and stewards the execution of those policies within the organization.
- Works with the Board of Directors on addressing governance issues by identifying opportunities, providing support, and by initiating approved recommendations or actions.
- Presents an annual operating plan and budget for approval.

- Ensures members of the Board have timely information necessary to perform their fiduciary duties and other governance responsibilities.

### **Administration**

- Ensures compliance to minimum standards in accordance with all government legislation, regulations and guidelines pertinent to the organization's role as an employer, non-profit agency and treatment centre.
- Submits all information, reports and records as requested or required by law to appropriate government officials and/or the Board of Directors.
- Develops and implements operational plans, policies and goals that further strategic objectives.
- Is responsible for maintaining and securing the necessary accreditations, regulatory approvals, and all compliance requirements for both the facility and treatment programs.

### **Financial**

- Develops an annual budget supported by strategies for increasing revenue, growth and organizational sustainability; ensures resources are properly allocated.
- Reviews activity reports and financial statements; evaluates operational and financial performance to determine progress and status in achieving objectives and revises objectives and plans according to current conditions.
- Maintains full awareness of the complete financial, statistical and accounting records of the organization.
- Ensures that operating results established in the annual budget are achieved and operating expenses are controlled within budget.
- Ensures the accuracy, integrity and timeliness of all financial accounting and reporting.
- Works with Accountant(s) to ensure year end financials are complete and ready for auditors.
- Assists Auditors and any other third party with any documentation requirements or questions related to compliance and accountability.
- Ensures all provincial and federal year end renewals or reports are submitted.
- Ensures all tax receipts are accurate and issued in a timely manner.

### **Sustainability**

Works with the Fund Development team to:

- Ensure an annual, comprehensive sustainability plan is in place, including but not limited to, major gifts, planned giving, granting foundations, service clubs, workplace campaigns, direct mail, social media, endowment, capital and special events, including third party fundraisers.
- Oversee applications for grants and the completion of final reports as required; monitors expenses and ensures funds are allocated as approved.
- Oversee coordination of fundraising events and approves all expenses according to budgets approved by the Board of Directors.
- Represent Little Warriors at third party fundraising events as required.
- Build relationships and support for Little Warriors.
- Oversees and manages a fully integrated donor recognition program.

### **Risk Management**

- Identifies and evaluates risk to the organization's Board, staff, volunteers, property, finances, goodwill and image and implements measures to mitigate risk.

- Ensures the Board of Directors and organization carries appropriate and adequate insurance coverage at all times including Board of Directors Liability Insurance, Commercial Liability Insurance, Crime Insurance and Errors & Omissions Insurance.
- Ensures Board and staff understand the terms, conditions and limitations of the insurance coverage

### **Operations & Facilities Management**

Works with the Director of Operations to:

- Oversee management of Little Warriors facilities and operations, ensuring all health and safety standards are met or exceeded.
- Ensure the physical environment meets all health and safety requirements and is managed in an efficient, cost effective manner.
- Identify and evaluate information technology (IT) requirements to support growth.
- Source, negotiate and manage contracts with vendors/suppliers.

### **Human Resources:**

Works with the Clinical Director and Director of Operations to:

- Maintain a competent and effective staff team; provides leadership through effective objective setting, delegation and communication.
- Provide direction and human resources (HR) management to all team members with respect to organizational structure, recruitment and selection, onboarding and orientation, professional development, employee relations and motivation, performance management and evaluation (including discipline and terminations), compensation, occupational health and safety, human resources policies and procedures.
- *NOTE: Although clinical staff report to the Clinical Director role for day-to-day direction and support, the CEO has ultimate responsibility for human resource management and works in conjunction with the Clinical Director for HR matters relating to the clinical team.*

### **Relationship Management / Public Relations**

- Leads by example to ensure the work ethic, culture and values of Little Warriors are understood and practiced throughout the organization.
- Takes the lead to develop strategic partnerships with government, community stakeholders, corporations and supporters.
- Develops and maintains relationships with the Board of Directors, advisors, donors, supporters, volunteers, key stakeholders and professional associations ensuring the best interest of Little Warriors is solidly represented and protected.
- Regularly communicates with stakeholders to keep them informed of the work of the organization.
- Establishes solid working relationships and collaborative arrangements with like organizations and community groups, donors, funders, politicians and others to help achieve the goals of Little Warriors.
- Participates in media interviews when required.

### **Business Development:**

- Identifies and presents new opportunities to the Board of Directors.
- Researches and develops effective community partnerships to broaden the awareness of child sexual abuse and Little Warriors' prevention education.

- Oversees design, marketing, promotion, delivery and quality of programming.

**Qualifications and Requirements:**

- 10 years of related senior managerial level experience.
- Demonstrated project and budget management skills.
- Experience of developing and implementing strategic and business plans.
- Commitment to the highest ethical standards.
- Ability to manage multiple priorities simultaneously and meet the time demands of unpredictable activities; capable of handling pressure and challenges in a charitable organization.
- Strong analytical and critical thinking, troubleshooting and problem-solving skills.
- Must be able to provide a clear, current Criminal Record Check and Child Intervention Check.

For more information on Little Warriors visit [www.littlewarriors.ca](http://www.littlewarriors.ca)

Interested applicants should submit their resume to the attention of

Laurie Szymanski, Chief Executive Officer

[laurie@littlewarriors.ca](mailto:laurie@littlewarriors.ca)

*We thank all applicants in advance for their interest. However, only those under consideration will be contacted.*