



## **Executive Director – Volunteer Victoria**

Volunteer Victoria is seeking a leader with outstanding organizational, management, fund development, and community building skills to fill the position of Executive Director. The ideal candidate is passionate, dynamic, and brings a background of leadership and deep knowledge of the volunteer sector.

## **About Volunteer Victoria**

Since 1974, Volunteer Victoria has been a cornerstone of the non-profit community. We believe that volunteerism is a pillar of a vibrant, resilient society. Through education, advocacy, and connection, we support hundreds of organizations and thousands of volunteers across Greater Victoria and beyond. We are guided by a new 5-year strategic plan and a passionate team committed to building connected communities through volunteerism.

## **Key Responsibilities**

- Lead a high-performing team and foster a collaborative, inclusive and welcoming workplace culture.
- Translate strategic goals into operational plans and measurable outcomes.
- Lead grant writing, donor engagement, and revenue generation strategies.
- Oversee an annual budget of approximately \$300K+ from diverse sources.
- Ensure sound financial systems, reporting, and risk management.
- Build and maintain strong relationships with funders, government, nonprofits, and community stakeholders.
- Act as a spokesperson and ambassador for Volunteer Victoria at events, in media, and across networks.
- Support the Board with timely information, strategic insights, and policy implementation.
- Ensure compliance with the BC Societies Act and other regulatory requirements.

**Make A Difference!**

602 – 620 View Street Victoria, BC V8W 1J6  
Tel: 250.386.2269 Fax: 250.386.2279 e-mail: [volvic@volunteervictoria.bc.ca](mailto:volvic@volunteervictoria.bc.ca)  
[www.volunteervictoria.bc.ca](http://www.volunteervictoria.bc.ca)



### **What You Bring**

- Post-secondary education in Volunteer Management or Human Resources, or an equivalent combination of training and experience.
- 5 years in a senior leadership role, ideally in the nonprofit or public sector.
- Proven success in grant writing, fundraising, and financial stewardship.
- Strong interpersonal and communication skills—able to inspire, influence, and connect.
- Experience working with a Board of Directors and understanding of nonprofit governance.
- Deep appreciation for the role of volunteers in community building.
- Knowledge of the BC Societies Act and best practices in HR and volunteer management.
- Ability to leverage digital tools and platforms for communication, collaboration, and reporting.

### **Working Conditions**

- Full-time, permanent, based in Victoria, BC (hybrid work model negotiable).
- Some evening and weekend work required.
- Travel within the region as needed.

Salary range of \$80,000-\$86,000 annually, commensurate with experience, extended health, dental, RRSP matching, vacation.

### **Application Deadline: August 10, 2025**

Please submit your cover letter and resume as a single PDF to [sebenedict@hotmail.com](mailto:sebenedict@hotmail.com) with the subject line: "Executive Director 2025".

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