

## **Interim Executive Director (12 month Maternity Leave Coverage)**

**Alice House**

**Dartmouth, Nova Scotia**

Alice House, a trusted provider of second-stage housing and support services, is seeking an **Interim Executive Director** to lead our team during a maternity leave coverage period.

Alice House provides opportunities for women and their children to create a life free from intimate partner violence by offering safe housing, counselling, and support services. Families are able to reclaim their lives and ensure that intimate partner violence does not frame their future or define their legacy. We do what we can to remove the barriers standing in their way so they can reach their full potential.

### **The Opportunity**

Reporting to the Board of Directors, the Interim Executive Director will oversee day-to-day operations, staff leadership, client services, funding relationships, and strategic initiatives. You will provide steady, empathetic leadership to ensure continuity of services, advocate for our mission, and maintain strong relationships with funders, partners, and the broader community.

Key Responsibilities:

- Provide effective leadership and management of all programs, services, and staff
- Ensure delivery of trauma-informed, client-centered support for residents
- Maintain strong relationships with government, community partners, and funders
- Oversee financial management, reporting, budgeting, and grant compliance
- Support Board governance by providing regular updates, reports, and insights
- Foster a healthy, supportive workplace culture grounded in equity and respect
- Manage risk and ensure the organization is operating in accordance with all policies, regulations, and best practices
- Represent Alice House at community events and in advocacy efforts

## **Qualifications**

- Proven leadership experience in non-profit or social services management
- Experience overseeing operations, budgets, human resources, and funding agreements
- Ability to navigate complex situations with empathy, discretion, and professionalism
- Excellent communication skills, both written and verbal
- Strong commitment to principles of equity, diversity, and inclusion

## **Why Join Us**

At Alice House you'll have the opportunity to make a lasting impact at a critical time for women and children reclaiming their lives. We offer a supportive work environment, meaningful work, and the opportunity to collaborate with a passionate and dedicated team.

## **How to Apply**

Please submit your resume and a cover letter outlining your interest and relevant experience to Sara Colburne, Chair via [saracolburne@gmail.com](mailto:saracolburne@gmail.com) by May 15th.

We thank all applicants for their interest. Only those selected for an interview will be contacted.