

Executive Director

Recruitment Opportunity

At a Glance

Organization	CMHA Cowichan Valley Branch
Role	Executive Director
Location	Cowichan Valley, BC
Employment Type	Full-time, Permanent
Reports To	Board of Directors
Compensation	\$100,000 to \$110,000 per annum

About CMHA Cowichan Valley

Providing services in the Cowichan Valley since 1992, Canadian Mental Health Association – Cowichan Valley Branch (CMHA-CVB) is a registered charity and not-for-profit, independent society operating under a branch division agreement with CMHA British Columbia and within the context of the nation-wide Strategic Plan of the Canadian Mental Health Association.

As part of a national organization and an advocate of mental health for all, CMHA-CVB facilitates access to resources people need to maintain and improve mental health and wellbeing, and to participate in community integration, build resilience, and support recovery from mental illness and/or substance use and addiction.

CMHA-CVB operates Warmland House Emergency Shelter and Temporary Weather Shelter, Transitional Housing Services, Mischa Lelum Youth Emergency Shelter and Outreach, Sobering and Assessment Centre, Adult Outreach programs, a Youth Centre, Youth Connect, Bounce Back personal coaching, Family Capacity Program, Sexual Abuse Intervention Program and a variety of other counselling/therapeutic programs for children, youth, and families.

CMHA-CVB also provides community education and advocacy aimed at the promotion of good mental health and in support of individuals and families with mental health challenges.

CMHA-CVB adheres to the values of diversity, cultural safety, and respect for all, as identified in its Anti-Racism Statement.

The Opportunity

The Executive Director is responsible to provide effective leadership for the direct oversight of branch programs and services, to develop respectful community and funder relationships, and to provide professional advice to the Board of Directors to develop and implement the Strategic and Operational plans, policies, and procedures.

This is an exciting opportunity for a mid-career nonprofit professional who is passionate about mental health, skilled in organizational leadership, and committed to community impact. The ideal candidate brings demonstrated experience in nonprofit management, stakeholder engagement, and team leadership, along with a genuine connection to the values that guide CMHA's work.

Key Responsibilities

Leadership

- Work closely with the National organization, the BC Division, and other branches to implement shared goals and to build and strengthen the organization's capacity to respond to community need and promote mental health for all
- Positively lead managers to achieve results that are in the best interest of the organization, clients, and community. Find avenues to provide managers and staff with whatever tools and training they require to best support their clients' needs
- Develop and maintain a resilient and positive work environment

Community Relations & Advocacy

- Establish, nurture and maintain good working relationships and collaborative arrangements with community members, Indigenous communities and leaders, funders, politicians, community groups and other organizations to help achieve the goals of the organization
- Communicate with stakeholders to understand and implement community organization needs, to keep them informed of the work of the organization and to identify changes in the community served by the organization

Operational Planning & Management

- Oversee the efficient and effective day-to-day operation of the organization and to ensure proper administration of all record keeping, including those relating to client files, programs, finances, budget, and operational areas
- With the Board of Directors, Associate Executive Director, Operations Manager, and staff, determine strategies to move the organization and community forward. Set goals, create, and implement action plans and evaluate outcomes using data collected

Program Planning & Management

- With the program managers, oversee the planning, implementation and evaluation of the organization's programs and services and ensure that the programs and services offered by the organization meet current community needs while contributing to the organization's mission/vision statement and reflecting the priorities of the Board

Financial Management & Fundraising

- Work with the Board, Associate Executive Director, Finance Manager, and fundraising Manager to secure adequate funding for the operation of the organization as well as to assist in the preparation and monitoring of a comprehensive budget under the oversight of the Board Finance Committee
- Develop and write grant proposals and persuasively communicate the organization's mission and programs to potential funders
- In concert with the Associate Executive Director, oversee financial policies and procedures and develop long-range financial plans that align with the organization's strategic priorities
- Ensure that the organization stewards all resources in a fiscally responsible manner

Human Resources

- Support the development of Managers, supervisors and employees
- Supervise and review program managers and executive assistant, ensure their job descriptions are current and that regular performance reviews occur
- Ensure fair and transparent hiring practices and ensure all policies and administrative procedures are in place to support all programs
- Actively promote and foster a positive, culturally safe, high performance work culture connected to outcomes
- Ensure appropriate training and professional development for all staff

Information and Technology

- Ensure that the CMHA Cowichan Valley has effective technology to support managers and staff

Required Competencies & Skills

Competencies

- Demonstrated knowledge of cultural competency and anti-racist practices
- Understanding of ethical behaviour and business practices, and an ability to ensure that one's own behaviour and the behaviour of others aligns with these values and standards
- Commitment to develop and maintain positive relationships with the Board of Directors, staff, clients, volunteers, members, and the community
- Commitment to cultivate partnerships with the Indigenous communities we serve
- Ability to mitigate risk and ensure agency compliance with contractual obligations
- Ability to write proposals, grant applications and contracts
- Ability to think strategically and to solve problems based on an analysis of the trends and conditions in the environment, and the visions and values of the organization
- Ability to organize and set priorities under pressures of deadlines and competing requirements

Skills

- **Leadership:** Positively lead employees to achieve results that are in the best interest of the organization, clients, and community. Find avenues to provide staff with whatever tools and training they require to best support their clients' needs
- **Decision-Making:** Assess situations to determine the importance, urgency, and risks, and make clear and timely decisions which are in the best interests of the organization and community
- **Planning:** With the Board of Directors and staff, determine strategies to move the organization and community forward. Set goals, create, and implement action plans and evaluate outcomes using the data collected
- **Creativity/Innovation:** Develop new and unique ways to improve transparency, operations of the organization and to create new opportunities to serve the community
- **Effective Communication:** Communicate effectively using an open mind, respect and confidence with the Board of Directors, colleagues, community, and staff. Give and receive constructive feedback and convey and receive messages in person as well as via phone, email, and social media
- **Adaptability:** Demonstrate a willingness to be flexible and versatile in a changing work environment while maintaining effectiveness and efficiency
- **Cultural Knowledge:** Respect Indigenous knowledge and embrace cultural differences in a respectful way. Respect that we are better together
- **Teamwork:** Work cooperatively and effectively with others to set and meet goals, listen, resolve problems and conflicts, make decisions that enhance organizational effectiveness and achieve the goals of the organization. Have strong problem-solving skills, show reliability by sticking to deadlines and be respectful

Qualifications & Experience

Education

- Post-secondary education in social sciences, health, or a related field, or the equivalent combination of relevant education and experience

Experience

- Seven or more years of experience in a leadership role in non-profit settings or related organizations
- Experience in the mental health field, responding to individuals and families who face mental illness, addictions, or homelessness
- Experience reviewing and interpreting financial budgets and reporting
- Successful clearance of a Criminal Record Check for the vulnerable sector

Knowledge of

- Excellent knowledge of Collective Agreements and Union contracts
- Leadership and management principles applicable to non-profit organizations
- All federal and provincial legislation applicable to non-profit organizations
- Current community challenges and opportunities relating to the mission of CMHA-CVB

Compensation & Benefits

CMHA Cowichan Valley offers a competitive compensation package commensurate with experience, reflective of the nonprofit sector in British Columbia.

Compensation

- Salary range to be discussed with qualified candidates based on qualifications and experience
- Annual performance review with opportunity for merit-based increases

Benefits

- Participation in the Municipal Pension Plan
- Life Insurance, AD&D Insurance, Long Term Disability
- Extended health and dental benefits package from first date of employment.
- Employee assistance program (EAP)
- Generous paid vacation and personal time in accordance with Branch policy
- Professional development and training opportunities
- A supportive, values-driven workplace culture committed to staff wellness

How to Apply

Qualified candidates are invited to submit a cover letter and resume outlining their relevant experience and interest in this role. Applications should be addressed to the Board of Directors and submitted via email to careers.cowichan@cmhacowichan.ca.

Application Deadline: **May 2, 2026**

We thank all applicants for their interest; however, only those selected for an interview will be contacted. CMHA Cowichan Valley is committed to employment equity and encourages applications from all qualified individuals, including those from equity-deserving communities.