
Executive Director

Dress for Success Saskatoon

Location: Saskatoon, SK

Reports To: Chairperson, Board of Directors

Employment Type: Permanent, Full-time

Work Model: Hybrid (Remote & On-site)

About Dress for Success Saskatoon

Dress for Success Saskatoon is a vital non-profit organization dedicated to empowering women to achieve economic independence. We provide a network of support, professional attire, and the development tools to help women thrive in work and in life. We are part of a global movement for change, making a tangible difference in our local community.

The Opportunity

Dress for Success Saskatoon seeks a dynamic and visionary Executive Director to lead our organization into its next chapter of growth and impact. Reporting to the Board Chair, you will be the primary ambassador for Dress for Success Saskatoon, entrusted with translating our mission and vision into strategic action and operational excellence. This pivotal role involves driving fundraising initiatives, overseeing all programs and administration, fostering community partnerships, and championing Indigenization, Equity, Diversity, and Inclusion (IEDI) throughout the organization. If you are a passionate leader committed to women's empowerment and community development, we invite you to apply.

What You'll Do (Key Responsibilities)

1. Strategic Leadership & Board Collaboration:

- Lead the development and execution of Dress for Success Saskatoon's annual operational plan, ensuring alignment with the Dress for Success Worldwide strategic vision and Board-authorized policies.

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- Serve as the primary liaison to the Board of Directors, providing timely, insightful reports on financial status, operational performance, strategic progress, and emerging issues to support effective governance and decision-making.
 - Partner with the Board to foster strong governance practices and strategic direction.
 - Champion and integrate IEDI principles and respect throughout all facets of the organization and its work environment.

2. Financial Stewardship & Fund Development:

- Ensure the fiscal integrity and long-term financial sustainability of Dress for Success Saskatoon.
- Lead the annual budget development process for Board approval and oversee ongoing financial management, ensuring compliance with all provincial and federal regulations.
- Provide accurate and regular financial statements and participate actively in the annual audit process.
- Spearhead fundraising efforts, including grant writing, donor cultivation, and development of diverse revenue streams to support organizational goals.
- Nurture existing investor and donor relationships while proactively identifying and securing new funding opportunities.

3. Operations & Program Excellence:

- Oversee all administrative functions and program delivery, ensuring efficiency, effectiveness, and alignment with our mission.
 - Develop and implement robust operational processes, leveraging data and statistics to track progress and drive continuous improvement.
 - Lead all human resources functions, including recruitment, onboarding, training, performance management, and fostering a positive, productive team environment.
 - Manage facility operations, including the boutique, storage, and office spaces, ensuring a welcoming and functional environment. Liaise with landlords and insurance providers as needed.
 - Stay abreast of significant developments and trends in the non-profit sector, women's empowerment, and employment services.
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4. Community Engagement & Advocacy:

- Serve as the primary spokesperson and public representative for Dress for Success Saskatoon, enhancing its visibility and reputation locally and nationally.
- Develop and implement a comprehensive communications plan in collaboration with the Board.
- Cultivate and maintain strong, strategic partnerships with government bodies, industry leaders, program partners, educational institutions, referral agencies, and other community stakeholders.
- Actively engage with the national Dress for Success organization, leveraging resources and contributing to the broader network.

5. Program Development & Innovation:

- Lead the design, development, and implementation of innovative outreach and educational programs that meet the evolving needs of our clients.
- Evaluate new and existing program opportunities and resources, ensuring alignment with Dress for Success Saskatoon guiding principles and available capacity.
- Oversee the client referral process, ensuring accessibility and responsiveness, and gather client feedback for continuous improvement.

Who You Are (Qualifications & Attributes)

- **Education & Experience:**
 - Bachelor's degree in Business Administration, Non-Profit Management, Social Sciences, or a related field; equivalent experience will be strongly considered.
 - Proven success in a senior leadership role, preferably within the non-profit sector, with experience reporting to a Board of Directors.
 - Demonstrated track record in fundraising, financial management, and budget oversight.
 - Experience in program development, implementation, and evaluation.
 - **Skills & Abilities:**
 - Exceptional interpersonal, written, and verbal communication skills, with the ability to engage and inspire diverse audiences.
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- Strong strategic thinking, problem-solving, and decision-making capabilities.
 - Proven ability to lead, motivate, and develop teams in a collaborative environment.
 - High level of professionalism, tact, discretion, and diplomacy.
 - Excellent organizational skills, with the ability to manage multiple priorities, meet tight deadlines, and work effectively with minimal supervision.
 - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Drive, virtual meeting platforms (Zoom, Teams), and comfortable learning new software.
 - A deep understanding and commitment to Indigenization, Equity, Diversity, and Inclusion principles.
 - Knowledge of non-profit governance, compliance, and best practices.
 - A natural relationship-builder, adept at fostering connections with investors, donors, partners, and community members.
- **Personal Attributes:**
 - Passionate about the mission of Dress for Success Saskatoon.
 - A proactive, results-oriented leader with a strong work ethic.
 - Adaptable, resourceful, and resilient.
 - A team player, willing to contribute at all levels – yes, even washing the mugs after an event! – with a positive, can-do attitude.

Work Environment & Compensation

- **Working Hours:** Standard office hours (e.g., 8:00 a.m. – 5:00 p.m., Monday to Friday), with flexibility required for evening and weekend events or meetings as needed.
- **Work Model:** This is a hybrid position, offering a blend of remote work and on-site presence at our Saskatoon office and boutique.
- **Benefits:** A competitive salary and benefits package will be negotiated commensurate with experience and qualifications.