

Associate Director, Prevention Strategy and Organizational Development

Temporary Fulltime Contract:	April 1, 2026 – October 1, 2026 Non-Union Position
Wage Rate:	\$39.29/hr - \$46.28/hr
Hours:	Monday – Friday, 8:30am-4:00pm Must be flexible and able to work evenings and weekends. On Call Requirement Provincial travel requirement with overnights
Vacancy Type:	This is currently a vacant position.

Position Summary:

The Associate Director, Prevention Strategy & Organizational Development provides senior leadership in advancing the organization's violence prevention mandate through strategic program expansion, partnership development, and sustainable revenue growth initiatives. This role leads the provincial scaling of prevention programs, supports innovation and commercialization of new tools and resources, and strengthens organizational systems to ensure operational excellence and compliance. The position collaborates closely with the Executive Director and cross-functional teams to ensure prevention programming and organizational infrastructure align with the organization's mission of fostering violence-free lives for women, children, and communities. This role provides senior-level oversight of organizational systems to ensure continuity, compliance, and operational effectiveness; and supports continuity of organizational processes during periods of transition or leave, in collaboration with the Executive Director. This position reports to the Executive Director and works collaboratively with the Director of Programs & Services, who retains accountability for client care, risk management, program quality assurance, and service delivery outcomes.

Key Responsibilities

- Lead strategic expansion of prevention initiatives across Ontario.

- Develop implementation and scaling plans for entry into new sectors.
- Build and maintain strategic partnerships with school boards, sector associations, municipalities, and provincial stakeholders.
- Represent the organization at national, provincial and sector tables.
- Lead development of business plans for new prevention tools, curricula, and sector-specific initiatives.
- Conduct feasibility analysis, market research, and sustainability planning.
- Develop pricing frameworks and earned-revenue strategies.
- Support negotiation of service agreements, partnership contracts, and MOUs related to prevention initiatives.
- Identify funding and revenue-generating opportunities aligned with prevention strategy.
- Contribute to grant proposals and funding applications.
- Cultivate relationships with corporate, trade, and institutional partners.
- Support development of long-term sustainability strategies.
- Provide senior-level oversight of organizational systems to ensure alignment with legislative, regulatory, and policy requirements.
- Support the Executive Director and Director of Programs and Services in maintaining effective governance-aligned operational processes.
- Liaise with external consultants and legal counsel as required to support compliance, organizational effectiveness, program related agreements and intellectual property considerations.
- Support continuity of organizational processes during periods of transition or leave, in collaboration with the Executive Director.
- Monitor organizational systems to ensure compliance, documentation integrity, and policy adherence.
- Provide on-call support to managers, as shared with the Director of Programs and Services.

Qualifications & Experience

Education	Minimum undergraduate Degree/Diploma in Social Work, Social Service Work, or related discipline (from a recognized University/College), or equivalent and relevant education/experience.
Experience	Minimum of five (5) years of experience in a leadership role specific to the anti-violence sector or human services field. Significant experience in program leadership within the women’s sector, prevention, or community services sector. Demonstrated experience with scaling up projects and launching provincial partnerships. Demonstrated ability supporting organizations during periods of change or transition. Proven ability to analyze data, prepare reports, and meet funder accountability requirements. Strong judgment, discretion, and ability to manage sensitive and complex situations. Experience with labour relationships,

	including work within a unionized setting. Proficient with technology and software such as Microsoft Office programs, WISH, electronic record keeping software, and video conferencing platforms. Knowledge and experience with statistical analysis and research methodology. Experience with producing reports to funders and employers.
Core Competencies	Leadership and coaching. Strong business acumen Operational and analytical thinking. Excellent written and verbal communication. Sound judgment and risk awareness. Collaboration and accountability. Equity, inclusion, and trauma-informed practice. High degree of accuracy and detail.
Other	Registration or professional membership with a professional governing body (i.e. OCSWSSW, Psychology, Psychotherapy). Ability to communicate in both official languages (English/French) or ability to speak another language is an asset. Valid certifications in: First Aid/CPR + AED, ASIST, CPI/NVCI, AODA, Driver's Licence and access to a reliable vehicle, with two (2) million liability insurance, or ability to meet the travel requirements of the position, safe food handler certificate, WHMIS. Satisfactory Vulnerable Sector Check. Ability to meet IHOH agency policies regarding COVID-19 vaccinations. Must be available for regular travel provincially and occasional travel nationally.

The Victoria and Friends Women's Shelter is an emergency, VAW shelter where women who experience abuse, with or without children, reside. IHOH also has outreach locations where women seeking assistance will drop in. All employees working at any IHOH location are responsible for creating a friendly, inclusive (non-discriminatory), compassionate, and cohesive environment that will implement strategies and plan to ensure a healthy, safe, and supportive environment is kept at all times.

The setting is fast paced with constantly changing priorities and crises. Most of the work time will be working directly (formally/informally) with clients in fluid, non-office settings. Extended periods of informal client work liaising/advocating with community/stakeholder services is also required. Thus, workplace hazards will include listening to traumatic stories, exposure to barriers/conflict with lack of services and supports for women experiencing abuse. This role works to prevent, defuse, and manage clients and/or community services whose behaviours may become aggressive, discriminatory, or despondent towards staff, other women, and children living in the shelter and accessing supports. Additionally, their abusive partner/person may attempt to access our program locations. At times, when staff are working in the

community, they may be exposed to negative attitudes and beliefs or biases towards women and children experiencing abuse and violence. Personal safety plans must always be in place.

The Victoria and Friends Women's Shelter is a pet-friendly shelter to the women and children we serve. IHOH's policies and procedures regarding pets in residence are in place to ensure the safety and wellbeing of staff, residents, and guests. While the responsibility to care for pets in shelter rests solely on the pet owner, employees must be aware that they will be working in close proximity to various pets during their shifts.

The work environment is funded through grants and government contracts thus employees will be required to keep daily records, notes, and at times produce reports and documentation.

Disclaimer: Due to the changing nature of work and work to be done, other responsibilities may be assigned, and qualifications may be altered. This job description indicates the general nature and level of work expected and may not cover a fully comprehensive list of activities, duties, or responsibilities.

IHOH is a living wage ambassador, and an equal opportunity employer committed to fostering an equitable, diverse, and inclusive workforce. In extension, IHOH recognizes that a diverse staff team working in an inclusive environment will make superior and more innovative decisions, better serving the organization, and consequently, the population it serves. We welcome applications of all backgrounds and lived experiences. If you require accommodation at any stage of the recruitment process, please contact your interview lead for assistance.

Consistent with legislation, please be advised once you submit your resume or application, your information will be retained for three (3) full years. Additionally, if you are selected for an interview, your interview information will also be retained for three (3) full years. Finally, we do not use AI technology to review, assess or select candidates.

Only candidates selected for an interview will be contacted.

This posting will close on March 6, 2026, at 4:00pm.

Interested applicants apply to: Carol at execassist@intervalhousehamilton.org