



Position Profile Executive Director West Coast LEAF

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West Coast LEAF



West Coast LEAF's office is located on the traditional, ancestral, and unceded Coast Salish homelands including the territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwxwú7mesh (Squamish), and səl̓ílwətaɬ (Tsleil-Waututh) Nations, colonially identified as the City of Vancouver. We recognize that many First Nations, Métis, and Inuit people from across Turtle Island reside on these lands and on lands across BC.

For over 40 years, West Coast LEAF (WCL) has worked to bring its vision of an equal and just society closer to reality through litigation, law reform, and public legal education in collaboration with communities most impacted. West Coast LEAF's focus on systemic advocacy for gender justice is rooted in relationship-building and sustained community engagement. West Coast LEAF centers the people most impacted and marginalized by systems of injustice and oppression, including those harmed by colonization, patriarchy, racism, and ableism. Focused primarily on legal issues that affect people in BC, the organization also takes action on matters of national significance.

Useful Links

To learn more about West Coast LEAF, please visit: <https://westcoastleaf.org/>



Position Responsibilities

Reporting to an active, governance-focused Board of Directors, the Executive Director provides strategic and operational oversight to ensure delivery of quality programs; enhances the organization's impact and reach; leads its fund development strategy; and supports its governance.

In alignment with the Board's strategic direction and working closely with the Director of Strategic Operations, the Executive Director is responsible for team oversight, financial management, and administrative operations required for WCL's success and stability. The Director of Strategic Operations is a senior leadership position with a focus on financial, operations and HR management. Together, this leadership works collaboratively with the staff and Board. The Executive Director is also responsible for advancing community, government, and sector relations to build capacity and funding in alignment with WCL's mission and strategic priorities.

The salary for this full-time position is \$125,000 - \$135,000 supplemented by a competitive total compensation package. This is a full-time, hybrid position with at least 2-3 days per week on-site in West Coast LEAF's downtown Vancouver office.





Key Responsibilities

Strategic Leadership + Governance

- Champion WCL's mission and values, with a strong commitment to intersectional feminism and gender justice
- Provide clear, strategic direction that clarifies and renews the organization's mission and vision (without reinventing them)
- Provide intellectual leadership and expertise relating to a legal organization with a focus on systemic advocacy for gender justice
- Lead organizational culture with decisiveness and empathy, meeting people where they are while setting clear boundaries and expectations
- Identify key strategic issues to be addressed and set short, medium and long-term objectives, strategies and budgets
- Work closely with the Board to monitor, adapt, and refine strategy in alignment with evolving sector, community, and organizational needs
- Support the Board in its fiduciary and financial responsibilities
- Collaborate and provide support to the Board as a strategic advisor and resource

Program Oversight

- Provide leadership of programs to ensure they align with strategic goals, meet community needs, and enhance impact
- Monitor and evaluate existing programs to identify gaps and support the evolution of WCL's systemic advocacy work
- Develop a broad and deep knowledge of programs offered by the organization to provide effective and meaningful leadership to program staff (both legal and non-lawyer team members)

Financial + Operational Stewardship

- Supervise and work collaboratively with the Director of Strategic Operations to:
- Ensure financial sustainability through strong fiscal management and oversight, including appropriate planning, policies and controls, and revenue generation strategies
- Develop the annual budget in accordance with the Strategic Plan and funder guidelines/requirements and ensure financial targets are met
- Ensure that the annual audit, monthly financial reports, and quarterly reports are completed in a timely manner and communicated to the Board
- Develop operational plans that support the organization's strategic goals
- Oversee the development and implementation of organizational policies and procedures
- Oversee legal and regulatory compliance, and broader risk management





Fund Development + External Relations

- Cultivate key internal and external relationships
- Pro-actively seek relevant engagement opportunities that enhance WCL's reach and impact, including speaking engagements, media interviews, social media participation, writing (op-eds, reports/publications), and other public-facing activities
- Enhance the organization's fundraising strategy by developing new revenue opportunities
- Provide leadership support for the organization's signature annual fundraising event, the Equality Breakfast
- Participate in relevant provincial, national, and international networks, coalitions, and other initiatives

People Leadership + Human Resources

- Lead changes in WCL's organizational structure that reflects strategic and operational needs
- Lead, coach, develop, and retain a core team (management and staff team of 10) with an emphasis on building capacity in leadership, strategic analysis, program planning and budgeting
- Build a positive, healthy workplace culture that supports, empowers, and engages all employees
- Oversee the development of human resources policies, procedures, and practices applicable for a non-profit, unionized environment



Key Relationships

Reports to: Board of Directors

Oversight of: Director, Strategic Operations
Engagement Team
Legal Team

Engages with: Management + Staff
Donors + Funders
Government
Community Organizations and Advocates
Consultants + Vendors
Legal + Broader Community Members/Partners
Coalitions
Media

Budget

This position oversees an annual budget of approximately \$1.7 million.



Candidate Qualifications

This is an incredible opportunity for a progressive, values driven leader with a deep understanding of intersectional gender justice and human rights in Canada. The ideal candidate for the position will have experience leading and growing a community-centered organization and a demonstrated commitment to justice, equity and inclusion in their leadership practice. The ideal candidate will have at least 3 years of senior management experience and 3-5 years of experience as a practicing lawyer licensed in a Canadian jurisdiction within the last 10-15 years.

The ideal candidate will also bring experience in collaborative team leadership, budget oversight, and community engagement in addition to demonstrated knowledge of non-profit board governance, strategic planning, and fund development.

Competencies

- Experience developing, implementing, and monitoring an organizational vision, strategic priorities, and operational plans
- Knowledge of non-profit governance through service as a board member and/or reporting directly to a non-profit board
- Demonstrated ability to navigate complex situations where decisions are often highly visible and have impact on individuals, community, and the organization
- Experience with financial management including developing and monitoring budgets
- Experience determining strategies to move an organization forward through goal setting, creating and implementing actions plans, and evaluating the process and results
- Experience leading advocacy for communities facing gender-based discrimination
- Experience advancing fund development initiatives and strategies, including through donor engagement and external partnerships
- Demonstrated commitment to justice, equity, inclusion, and accessibility
- Demonstrated commitment to decolonization in organizational planning, programming and operations
- Strong people management skills, including the ability to motivate, delegate, and support the professional development and mentorship of staff
- Ability to build internal organizational structures and processes that support clear lines of communication and accountability
- Ability to leverage existing and build new relationships with partners
- Proven ability to advance and strategically grow fundraising capacity, directly securing funds and resources

Interpersonal Skills

- A strong intersectional anti-oppression, anti-racism, feminist lens and voice demonstrated through action and accountability
- Leads with integrity, compassion, and care by treating others with dignity and kindness, honouring the lived experience and perspectives of others



- Clear, strategic communication skills; ability to engage credibly and persuasively with media, donors, institutional funders, government officials, organizational partners, coalitions and BC's legal community
- Strategic and creative thinker who brings sound judgement, flexibility and positivity to organizational leadership
- Ability to confidently navigate, support, and advance complex organizational dynamics
- Constructive and solutions focused with the ability to apply critical thinking and problem-solving skills in a courageous and ethical manner
- Ability to work collaboratively and build trust with people with diverse backgrounds and views, making space for a range of perspectives and experiences with humility, compassion, and curiosity



Metro Vancouver, BC



The spectacular west coast of British Columbia, Metro Vancouver, consistently ranks as one of the most livable places in the world. The region is known for its panoramic views and spectacular natural scenery and offers limitless opportunities for outdoor pursuits, such as hiking, mountain biking, and skiing at several venues, including nearby Whistler Blackcomb. Metro Vancouver offers all the amenities of an international destination – from thousands of restaurants to countless parks and recreation facilities to world-class theatre, cultural and sporting events.

Useful Links

To gain insight into housing prices in and around Metro Vancouver, please visit: <http://www.realtor.ca>



Equity, Diversity, Inclusion + Accessibility

West Coast LEAF is strongly committed to diversity and acknowledges the expertise applicants may bring relating to their Indigeneity, race, place of origin, immigration status, ability, sexual orientation, gender identity, family status, and socio-economic status. West Coast LEAF encourages applicants to self-identify personal characteristics or experiences that would support its commitment to bringing diverse perspective to the organization, if they feel comfortable doing so.

Harbour West Consulting believes equity, diversity, inclusion, and accessibility are essential for the organizations we serve to achieve the business goals they strive for. We believe that everyone - no matter their gender, racialized identity, ethnicity, sexual orientation, age, ability, religion, political beliefs, family status, socioeconomic status, citizenship status, or Indigeneity – should have equitable access to our services, jobs, and opportunities. We strive to ensure processes unfold in a fair, transparent, timely, and open manner to include individuals previously underrepresented or discouraged from participating.

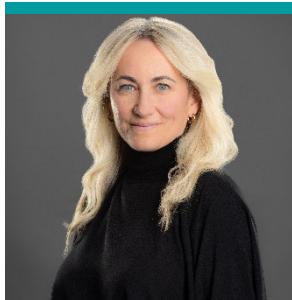
Contact Us

Should you be interested in learning more about this opportunity with West Coast LEAF, please contact Carol Robinson or Maria Wentzel at 604-998-4032 or forward your resumé and a letter of introduction to info@hwest.ca.

All qualified candidates are encouraged to apply. Applicants must be legally entitled to work in Canada. We will respond to all who express interest.



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