



# Borderline Personality Disorder Society of BC

**Position Title:** Executive Director

**Reports To:** Board of Directors

**Position Type:** Part-time (25 hours per week)

**Compensation:** \$40/hr

**Term:** 12-month contract

**Location:** Remote within British Columbia

**Closing Date:** Until filled

## **About Us:**

The Borderline Personality Disorder Society of BC is a grass roots, volunteer driven charitable organization founded in 2012. Our mission is to provide education and support for people living with borderline personality disorder (BPD), their family members and friends; to increase awareness to the community at large throughout BC; and to promote research about BPD. We are a passionate team dedicated to filling in gaps in service for people, reducing stigma, and increasing awareness to people living with BPD and their loved ones through peer-led support groups, affordable evidence-based treatment and awareness presentations in British Columbia.

## **Role Overview:**

BPD Society of BC is seeking an enthusiastic and innovative Executive Director to join our team. This part-time, flexible, and remote position is ideal for someone with a strong background in nonprofit leadership and a commitment to supporting those with BPD on their healing journeys. The successful candidate will work closely with the Board of Directors to provide leadership, management, and strategic direction of the organization. The responsibility of the Executive Director includes, but is not limited to, supporting and implementing the overall strategic and operational planning, programs and services, fiscal management, human resources, administrative operations, and community relations. This new role offers a unique opportunity to shape the growth and future direction of the BPD Society and position the organization for long term sustainability while creating a lasting impact. This is a part-time 12-month contract position.

## **Key Responsibilities:**

- **Leadership & Operations:**

- Oversee the efficient day-to-day operation of the organization ensuring compliance with nonprofit regulations.
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Create and implement internal systems, policies, and procedures to enhance operational efficiency.
- Ensure that personnel, client, donor and volunteer files are up to date and securely stored, and privacy/confidentiality is maintained.
- Proactively identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Collaborate with the Board of Directors in developing a strategic plan to guide the organization in alignment with its mission and values.

- **Fiscal Management:**

- Oversee the organization's financial health, including budgeting, financial reporting, and resource allocation, to ensure responsible and transparent fiscal management.
- Meet annual fundraising goals by identifying and developing new funding opportunities with particular attention to multi-year grants, individual major gifts, corporate sponsorship, and developing a strong monthly donor base.
- Manage daily financial activities and provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.
- Provide fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position.
- Ensure long-term sustainability of the organization through revenue generation.

- **Program Management**

- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality.
- Oversee the development and delivery of new initiatives focused on anti-stigma, education, and support for those affected by BPD.

- **Human Resources**

- Determine staffing needs for organizational management and program delivery.
- Oversee the development of human resources policies, procedures and practices.
- Recruit, interview and select qualified staff and volunteers to help further the organization's mission.
- Develop, implement and carry out on-boarding program for staff and volunteers.
- Create a supportive and inclusive environment for staff and volunteers, recognizing their contributions and providing opportunities for meaningful involvement.

- **Community Relations & Advocacy**

- Cultivate relationships with current and potential stakeholders, including funders, government, non-profit sector, business, the media and the broader community.
- Play a leadership role both within the non-profit sector and the community at large to promote the BPD Society of BC and enhance the Society's presence and impact.
- Develop a strong communications plan to increase public awareness and effectively communicate the organization's mission and fundraising needs to the public.
- Advocate for the needs of those impacted by BPD, with a focus on destigmatizing the diagnosis.

**Qualifications & Experience:**

- 5+ years of senior management experience, ideally in the non-profit mental health field.
- A degree and/or diploma in Social Work or related field preferred.
- Demonstrated experience in organizational leadership including human resources management, fiscal management, program development, operations, partner and community engagement, and collaboration with Board of Directors.
- Proven track record of fundraising and revenue stream generation, including developing strategic partnerships.
- Expertise in supporting or participating in the operations of a non-profit Board of Directors, including knowledge of the BC Societies Act.
- Proficient with various software applications including MS Office, Excel, Google Drive, Keela, and relevant apps.
- Preference for individuals with lived experience of BPD, loved ones, or a strong understanding of the experiences of those affected.
- Proven background in anti-stigma and advocacy efforts is an asset.

**Knowledge, Skills, and Abilities:**

- Strong leadership and organizational development skills with experience in capacity building.
- Excellent verbal and written communication skills.
- Familiarity with relevant provincial, national, and local organizations and resources.
- Knowledge of provincial legislation applicable to non-profit sector organizations.
- Awareness of current community challenges and opportunities relating to the mission of the organization and the non-profit sector.
- Proven ability to work collaboratively with a Board of Directors and community stakeholders.
- Highly organized with excellent record-keeping and management skills with an attention to detail.
- Demonstrated trauma-informed, culturally sensitive, and inclusive approach.

- Knowledge of BPDBC mission and services considered an asset.
- Strategic-thinker capable of aligning vision, mission, objectives, with actionable work plans
- Experienced at developing innovative and creative ways to improve the organization's operations and create new opportunities.
- Skilled at pro-actively problem solving and conflict resolution.

**How to Apply:** If this position sounds like a great fit for you, please submit your resume and cover letter to baylie@bpdbc.ca with "BPDBC Executive Director" in the subject line. The application deadline is **Friday, August 15, 2025**, however the position will remain open until the successful candidate is found. We thank all applicants for their interest, however only those shortlisted will be contacted.



BPDBC is an equal opportunities employer and enthusiastically welcome applications from all suitably qualified persons regardless of race and ethnicity, religion, disability, sexual orientation, or gender identity. We value the diversity of the communities we serve and are committed to engaging and developing an inclusive workforce. We encourage people with lived experience of BPD to apply for positions. Should you require accommodations in order to attend the interview please let us know.