



## **EXECUTIVE DIRECTOR**

The **St. John's Native Friendship Centre** is a community-based, non-profit, registered charity. It serves the urban Aboriginal population of St. John's. The Centre also provides a wide range of programs and services open to all people regardless of heritage. The mission of the SJNFC is to serve the Aboriginal and broader community through celebration and support of Aboriginal culture and the provision of appropriate programs and services delivered in an atmosphere of trust, respect and friendship. The Executive Director is responsible for the successful leadership and management of the Centre according to the strategic direction approved by the volunteer Board of Directors.

### **PRIMARY RESPONSIBILITIES**

The Executive Director is responsible for performing and/or managing the primary activities below. Additional duties may be in scope as required.

#### **Leadership**

- Lead the process of setting and executing a vision and strategic plan along with the Board of Directors to guide all stakeholders of the organization.
- Report to the Board of Directors on the organization's progress and activities.
- Serve as a spokesperson for the organization along with any other internally appointed spokespersons.
- Act as a communication liaison between the Board of Directors and staff to maintain open, regular, and clear communications.
- May need to serve as the Newfoundland and Labrador representative on the Board of Directors of the National Association of Friendship Centres.

#### **Community Relations & Communications**

- Build and maintain strong working relationships with key internal and external stakeholders such as employees, the Board of Directors, community partner organizations, Aboriginal community, funders, provincial government departments, and other clients.
- Regularly communicate with key stakeholders to keep them informed of the work of SJNFC and to identify any changes that need to be communicated to key stakeholders.
- Ensure that the mission, programs, products and services of the SJNFC are consistently presented in a strong, positive manner to members and stakeholders.
- Attend community events or assign a delegate to represent the SJNFC at functions held by community partners or other key stakeholder organizations.
- Monitor SJNFC social media sites for key messages and have comfort level with navigating social media platforms.

#### **Operational Planning and Program Management**

- Develop an operational plan of project and program activities to implement the SJNFC's strategic plan.
- Assign and oversee the departmentalization of activities from the operational plan.

- Ensure all programs and services offered by the SJNFC contribute to the organization's mission based on the strategic and operational plan, and adheres to all policies and procedures.
- Carry out the directives of the Board of Directors as required/assigned.
- Attend the monthly SJNFC Board of Directors meetings, committee meetings, and other internal meetings required to manage the operations, or where appropriate, assign a delegate.
- Regularly attend member program activities to monitor quality and ensure client satisfaction.
- Ensure that a self-sustaining operation is put in place and identify opportunities for growth for programs and all SJNFC owned assets such as buildings, vehicles, equipment, etc.
- Implement, manage, and maintain Board of Directors approved policies and prepare procedures to implement organizational policies. Policies should be reviewed on an annual basis and required changes recommended to the Board of Directors as appropriate.

#### **Human Resources Planning & Management**

- Establish a positive, healthy, respectful and safe work environment in accordance with all applicable legislation and regulations.
- Directly oversee/manage work activities of all staff through reporting and status update meetings.
- In partnership with the Coordinators, recruit, interview, and select staff who have the right skills and competencies to contribute to achieving the SJNFC's mission and strategic plan.
- Ensure all new staff participate in an employee orientation session to give them an overview of the SJNFC and any other required training.
- Manage the performance management process which includes monitoring staff performance regularly through status update meetings, conducting an annual performance review meeting, and documentation.
- Provide regular coaching and mentoring to develop employees' skills and identify needs for any training and on-the-job development.
- Ensure consistent adherence to all human resources policies by all staff, and address any issues with employees in accordance with policies.

#### **Financial Planning & Management**

- Partner with the SJNFC's finance staff to prepare a draft comprehensive annual budget and submit to the Board of Directors for approval.
- Ensure that adequate funding exists for the planned operation of the SJNFC, working closely with the Board of Directors on the operational plan and provide updates on its execution.
- Research funding sources, oversee the development fundraising plans, and oversee the timely writing and submission of funding proposals, working with the Coordinators, to increase funds.
- Provide support to sponsorship committee; and participate in fundraising activities such as the annual spirit song gala.
- Administer SJNFC funds based on Board of Directors approved budget and monitor the monthly cash flow.
- Provide the Board of Directors with monthly comprehensive and accurate financial and program reports.

#### **Risk Management**

- Identify and evaluate the risks facing the SJNFC that could impact the people, property, finances, goodwill, and image, and implement measures to control and reduce risks.
- Ensure that the Board of Directors and the SJNFC carries appropriate and adequate insurance coverage.
- Ensure that the Board of Directors and staff understand the terms, conditions, and limitations of the insurance coverage.
- Consult with external legal counsel on SJNFC related matters on an as needed basis.

**Travel**

- Occasional out of province and within province travel may be required.
- Valid driver's license and access to vehicle is required.

**Qualifications**

- Undergraduate university degree in a related field is required (e.g. business, psychology, education, community development, etc.); or a combination of equivalent work experience.
- Prefer five years or more of related work experience, of which one to two years working at a non-profit is an asset.

**Knowledge, Skills & Abilities**

- Knowledge and cultural sensitivity of Aboriginal culture, values, history, and traditions are mandatory. Knowledge of Aboriginal language is beneficial.
- Knowledge and understanding of the Friendship Centre movement in Canada is desirable.
- Excellent leadership, team building, and interpersonal skills – must have.
- Previous work experience leading a work team of direct report staff.
- Knowledge of federal and provincial legislation applicable to voluntary sector such as labour standards, human rights, occupational health and safety, charities, taxation, CPP, EI, etc.
- Strong professional judgement and decision making ability.
- Able to motivate, support and develop others.
- Record of achievement in a dynamic, multi-stakeholder environment.
- Exceptional communication, negotiation, and presentation skills.
- Able to resolve conflict and facilitate group processes.
- Comprehensive financial and analytical background.
- Experience in strategic planning and budget preparation.
- Upholds and demonstrates SJNFC values and mission.

**Salary:** Commensurate with qualifications and experience. The SJNFC offers comprehensive group health/dental benefits, employer-matching RSP program, and offers competitive pay.

**Apply:** To apply for this opportunity, please forward your resume and cover letter to Marguerite MacKenzie, Secretary, Board of Directors, [mmackenz@mun.ca](mailto:mmackenz@mun.ca) . No calls please. **The deadline for all applications is Friday June 3, 2016 @ 5pm.**

**Note:** Internal candidates who meet the qualifications will be given preference over external candidates. The successful candidate shall be required to provide a current clear certificate/letter of conduct and vulnerable sector check as part of the selection process. The SJNFC welcomes applicants who would contribute to the further diversification of our staff, including, but not limited to, women, visible minorities, Aboriginal peoples, persons with disabilities, and persons of any sexual orientation or gender identity.