



Native Women's Association of Canada

Executive Director

Full Time Position

The Native Women's Association of Canada (NWAC), incorporated in 1974, is a non-profit organization that is seeking an experienced, dynamic and dedicated leader to join our team. NWAC is one of the five officially recognized National Aboriginal Organizations (NAOs) with the mandate to enhance, promote and foster the social, economic, cultural and political well-being of Native Women in Canada.

THE CANDIDATE:

The Executive Director is responsible for the successful leadership and management of the organization according to the strategies direction set out by the Board of Directors. The successful candidate will operate and manage the association in a proficient and well-organized manner, while working within the policies of the organization and the strategic plan. The Executive Director is responsible for ensuring the mission of NWAC is carried out through all activities involving the association. The Executive Director reports to the Board of Directors, through the Executive committee.

Key Duties:

- Apply well-developed strategic management skills to lead and manage the organization as well as helping others to understand the strategic direction of the association;
- Accountable for the successful delivery and completion of programs;
- Perform senior management duties exhibiting strong leadership and management skills, financial and operational management including knowledge of fund-raising;
- Effective management of human resources;
- Implement consistent operational policy, programs and procedures that have positive outcomes and establish and maintain a healthy and effective organization.
- Actively engage board members, committee members, partner organizations, staff and volunteers;
- Develop and maintain a shared leadership approach and a collaborative working relationship with the President of NWAC.

- Support and supervise the management team to ensure that all staff have quality day to day supervision and support. Ensure that all managers have clear work plans with goals and priorities to achieve the strategic priorities and/or funder's deliverables;
- Direct and maintain effective, professional relationships with the Board, staff, contractors, other organizations, stakeholders, media and the public at large;
- Liaise with stakeholders including government and other non-government organizations, academic community and corporate partners to raise the profile of NWAC;
- Report to the Board of Directors, through regular summary reports on how the association is complying with the legal framework, Board policies and the strategic plan;

Skills and Qualifications:

- A university degree. A graduate degree in business administration, public administration, social work, human services or relevant field will be considered an asset;
- An acceptable combination of experience, education and/or training will be considered;
- Effective communication skills, both written and verbal, among various audiences and organizational levels;
- Must possess strong leadership abilities, with excellent public relations and interpersonal skills;
- Ability to effectively motivate and ensure projects reach a successful and timely completion;
- Positive, energetic approach that promotes a culture of mutual respect;
- Strong work ethic, integrity, sense of responsibility and attention to detail and confidentiality;
- Excellent negotiating, problem-solving and conflict resolution skills;
- Experience in working with non-profit Boards;
- Significant knowledge and understanding of Aboriginal peoples' cultures, traditions, issues, protocols and communities; and,
- A strong understanding of Aboriginal women's issues and interests combined with a passion and enthusiasm for this work;

Other requirements

- Flexible schedule, may have to work evenings and weekends;
- Able and willing to travel; and,
- Successful completion and maintenance of a clear Police Security Check.

Language:

Fluency in English is essential. Bilingualism is a strong asset.

A competitive compensation package is offered for this exciting senior management opportunity located in **Ottawa**. If you possess a strong understanding of Aboriginal women's issues and interests combined with a passion and enthusiasm to assist NWAC in achieving its' goals, please forward your curriculum vitae in complete confidence by August 10th, 2016 to:

Joyce McDougall

jmcdougall@nwac.ca

1 Nicholas Street, 9th Floor

Ottawa, ON K1N 7B7

Preference will be given to Aboriginal candidates. We will consider secondments and interchanges.

Only those selected for an interview will be contacted. No applications will be accepted beyond closing deadline. Interviews will be held in Ottawa. Starting date is negotiable for early Fall of 2016.