

The Executive Director is the key management leader of the Newfoundland Aboriginal Women's Network and is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include proposal writing, web site updates and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

1) Board Governance: Works with board in order to fulfill the organization's mission.

- Responsible for leading in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of the Newfoundland Aboriginal Women's Network, this include a submission to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Directly responsible for proposal writing and developing other resources necessary to support the Newfoundland Aboriginal Women's Network's Mission.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of the Newfoundland Aboriginal Women's Network programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that the Newfoundland Aboriginal Women's Network can successfully fulfill its Mission into the future.
- Responsible for the enhancement of the Newfoundland Aboriginal Women's Network image by being active and visible in the community and by working closely with other professional and private organizations to build partnerships that benefit our members.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for effective administration of the Newfoundland Aboriginal Women's Network operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization within the authority granted by board of directors.

Professional Qualifications:

- A bachelor's degree or a combination of equivalent experience in a similar role
- Transparent and high integrity leadership
- Five or more years of non-profit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, multiple program development and management as well as task facilitation
- Ability to convey a vision of the Newfoundland Aboriginal Women's Network strategic future to staff, board, volunteers and donors
- Knowledge of proposal writing strategies and donor relations unique to an Aboriginal non-profit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Strong conflict resolution skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff and organization members
- Strong public speaking ability
- Learned experience with different cultures and Indigenous people.
- Empathy for members who are dealing with complex issues and good knowledge of local agencies that can provide support.

Actual Job Responsibilities:

1. Planning and implementation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the non-profit.
3. Serving as the primary spokesperson to the organization's constituents, the media and the general public unless otherwise directed by the Board of Directors.
4. Establish and maintain relationships with various organizations throughout the province and utilize those relationships to strategically enhance the Newfoundland Aboriginal Women's Network Mission
5. Report to and work closely with the Board of the Newfoundland Aboriginal Women's Network to seek their involvement in policy decisions, proposal writing and to increase the overall visibility of the organization throughout the Province
6. Supervise, collaborate with organization staff.
7. Oversee all projects especially in the areas of financial records and on target completion dates.
8. Work with staff or independent evaluators to ensure all projects are evaluated using sound practices that are acceptable to funding agencies.
9. Strategic planning and implementation. Ensure that our current strategic plan is reviewed at each quarterly meeting and more often if needed.
10. Oversee the organization of Board and committee meetings.
11. Oversee communications efforts.
12. Review and approve contracts for services.

13. Other duties as assigned by the Board of Directors.

Work hours: 35 hrs. weekly

Salary: \$ 47,000.00

Only those who are chosen for interviews will be contacted.

Interested candidates may e-mail their resume to the Newfoundland Aboriginal Women's Network via email at: nawn@nf.aibn.com or via mail at

NAWN

90 Main Street,

Stephenville

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Job will be advertised until March 30th, 2018