



## Executive Director

**Competition Number:** TNFC#1  
**Posting Date:** January 14, 2019  
**Application Deadline:** February 14, 2019  
**Location:** Timmins

### About Us

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The founders of the Timmins Native Friendship Centre were inspired to make a difference by helping the many First Nations People migrating to the City of Timmins. They embraced the responsibility and were inspired to strengthen the people's well-being with the establishment of the friendship centre. From those early days, the Timmins Native Friendship Centre has become known as the largest service provider for urban Indigenous people. In recognition of the ever changing society in which we live, we remain dedicated to improving the quality of the lives of Indigenous and non-Indigenous people in our community.

Our philosophy is one that encompasses all people in the community who request our assistance. Today the Centre continues to embrace their responsibility in creating positive changes and building a bridge of understanding between Indigenous and non-Indigenous people.

### About the Position

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Under the supervision of the Board of Directors of the Corporation, the Executive Director is of Indigenous Ancestry, and is responsible for the development and delivery of Friendship Centre services and programs. In addition, the Executive Director is responsible for the day-to-day administration of the Corporation's affairs and physical operations.

### REPORTING & RELATIONSHIPS

- ◆ Reports to the Board of Director's
- ◆ This position has a number of direct reports

### COMPENSATION & BENEFITS

We offer remuneration commensurate with experience, and in accordance with our established salary guidelines.



## RESPONSIBILITIES/ACCOUNTABILITIES

### Responsibilities

#### Leadership and Relationships

- Serve as the direct supervisor to all staff or ensures that a staff supervision process is established subject to FC Personal Policy and Procedure and attends and participates in Board of Directors meetings.
- Provide professional oversight to all management to ensure the achievement of all goals.
- Lead the organization's employees successfully through goal-setting, delegation, and effective communication.
- Partner with the Board of Directors to construct a strategic plan that guides the organization in providing services to the community.
- Advise and inform the Board of Directors on the priorities of the organization, including both ongoing and emerging issues of importance that need to be addressed.
- Able to speak Cree, Oji-Cree and/or Ojibway is considered an asset.
- Identify as having lived an Indigenous life experience.

#### Operations and Facilities Management

- Manage the organization's day-to-day operations.
- Supervise and participate in the development, execution, and assessment of the Timmins Native Friendship Centre's services, ensuring they reflect the mission/vision set by the Board of Directors.
- Organize and draft the agenda and develops supporting reports for all Board of Directors meetings.
- Lead the development, establishment and maintenance of the Timmins Native Friendship Centre's policies, procedures, and job descriptions, including obtaining approvals from the Board of Directors when required.
- Review policies and procedures annually and drafts recommended improvements to the Board of Directors as required.
- Ensure that confidentiality is always maintained for all employees, students, and volunteers.
- Ensures regular organizational and evaluation reviews occur and that appropriate program, operations and facility shifts occur as required.

#### Mission Outreach and Community Relations

- Act as the organization's spokesperson – promote the Timmins Native Friendship Centre's mission/vision and increase community awareness of the Timmins Native Friendship Centre and its services; including public events, agency meetings and invite the media when required.
- Identify and participate in events that will effectively establish community relations and enhance the organization's visibility, promoting the overall mission/vision and services of the Timmins Native Friendship Centre.
- Establish working relationships with a broad range of community groups, all levels of government, and other organizations, both Indigenous and other to work toward common objectives.



- Represent the Timmins Native Friendship Centre on appropriate committees, networks, and joint projects.
- Monitor community needs to identify when changes in programs are required to effectively serve the community.
- Acts as a representative of the Timmins Native Friendship Centre. as required or delegated in various community fora
- Strong knowledge and awareness of Indigenous culture and history, with emphasis on family violence, child welfare, the impacts of trauma, Indigenous youth engagement and community outreach; as well as, Indigenous justice.

#### **Human Resource Management**

- Determine and meet staffing requirements to effectively implement and manage the organization's programs.
- Create a supportive and safe working climate for all employees and volunteers that is in accordance with laws and regulations.
- Ensure proper recruitment, hiring, and training of all new hires to develop a strong staff team that will contribute to the organization's mission/vision and objectives.
- Oversee a performance management system that monitors staff performance and includes annual performance reviews for all employees.
- Work with Board of Directors to set salaries and other compensation benefits.

#### **Financial Administration**

- Directly oversee all financial activities related to the annual and day-to-day operation of the Timmins Native Friendship Centre.
- Lead preparation of a comprehensive annual budget for approval by the Board of Directors.
- Partner with the Board of Directors to secure sufficient funding for the operation of the Timmins Native Friendship Centre through proper research and preparation of funding plans and proposals.
- Monitor all financial records and ensure that proper regulations and procedures are adhered to.
- Keep the Board of Directors informed through regular reports outlining the organization's revenues, expenses, and cash flows.
- Manage and monitor the organization's funds and cash flow according to the approved budget.

#### **About You**

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- Ability to manage multiple projects/tasks at once: set priorities, develop a personal schedule, record goals, and track progress.
- Excellent oral and written communication skills: speak, listen, and write clearly. Able to understand questions and convey appropriate information in response.
- Good reading comprehension skills: read and comprehend information in work-related procedural documents.



- Strong interpersonal skills, including an ability and motivation to work and interact with a variety of people, and experience and success in motivating and managing volunteers and staff.
- Problem solver. Able to assess issues and identify their causes, generate solutions, and make recommendations/decisions when appropriate.
- Team player. Able and willing to work with a group of peers.
- Leader. Positively influence others to meet and exceed goals that are in the best interests of the organization and the community.
- Flexible. Work irregular hours and some weekends when required.
- Must be licensed to drive a motor vehicle, insured to do so in the Province of Ontario and have access to a safe and reliable vehicle.
- Ability to provide a clear Criminal Reference Check and Vulnerable Persons Check.

### EXPERIENCE/SKILLS/EDUCATION

- Bachelor's Degree preferred from an accredited college or university in a related field.
- Strong knowledge of Indigenous Traditions and Culture to the area.
- Must possess an in-depth knowledge of urban Indigenous community needs, solutions, trends, and gaps.
- Must have a minimum of 3-5 years' experience in managing a non-profit community resource-based agency, preferably within an Indigenous organization.
- Must have 2-4 years' experience in staff management.
- Experience in initiating, strategically planning, implementing, and evaluating programs and services.
- Strong financial understanding of operational budgets and forecasts.
- Strong record-keeping and documentation abilities.

### How to Apply

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If this sounds like you, we would love to hear from you!

Email your cover letter and resume in one file by **February 14, 2018 at 4:30pm** to Jamie Roach, [jroach@firstsourcehr.ca](mailto:jroach@firstsourcehr.ca)

**Be sure to include the following in the subject line** or your application may not reach the appropriate person:

- ◆ Your name
- ◆ TNFC Executive Director

We kindly ask that applications be sent by email only—no fax, mail or drop-off applications please—and request that you do not phone.

All applicants will receive an email response confirming receipt of their application submission.



Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted. Applicants must be legally able to work within Canada.

We sincerely thank all applicants for their interest in the Timmins Native Friendship Centre.