

Executive Director – Native Women’s Shelter

Reporting to the Board of Directors, the Executive Director of the Native Women’s Centre (shelters) is charged with the day to day general administration, operations management, financial accountability and supervision of the affairs of the Native Women’s Centre.

Responsibilities:

- Overall direction of the Hamilton-Wentworth Native Women’s shelters
- Administering budgets, accounts, maintenance and all staff matters that includes supervision, hiring and professional development
- Ensuring that the goals, objectives and mission statement of the shelter are met
- Ensuring the delivery of appropriate services to the Aboriginal community by interpreting, implementing and communicating Board policies and programs
- Secure on-going funding for continued operation through Ministry funding, proposal writing and fundraising
- Develop strategic plans and set priorities in coordination with the Board of Directors
- Acts as the primary spokesperson on behalf of the shelters
- Identify gaps or barriers in shelter services; develop and implement appropriate programs and services to address the needs of the clients in consultation with the Board
- Develop a network of volunteers
- Monitor and evaluate programs and services adjusting where necessary
- Provide advocacy on behalf of the clients
- Establish and maintain a network of Aboriginal, non-Aboriginal, private and public community support agencies that may include to coordinate and share expertise, equipment and resources where possible
- Attend community events, meetings and participate in committees and working groups
- Promote a professional and favourable image of the Native Women’s Centre in the Aboriginal and non-Aboriginal community, private and public sectors

Qualifications:

- Master’s degree or Bachelor’s degree with 3-5 years’ experience in the nonprofit sector
- Thorough knowledge and understanding of Indigenous people, both on Reserve and in the urban Indigenous communities
- Leadership and management principles as they relate to non-profit including working with the reporting to a Board of Directors
- Extensive background with high level financial management including managing fiscal non-profit funding and budgets; submitting funding applications; audit processes
- Understanding of federal and provincial legislation applicable to non-profit organizations and funding principles and accountability
- Demonstrated leadership in the hiring, training, coaching and evaluation of support staff
- Sound judgement, problem solving, organization and communication skills
- Fluent in all MS office products including Excel, Word, Outlook, PowerPoint

To Apply:

Please email your resume including a cover letter detailin your ties to our Indigenous community.

Forward to the attention of: Jody NADEAU
apply@oigroup.ca

Telephone Enquiries: 519.752.2230 ext. 227