



ORGANIZATION: Le7 te Melámen Society

LOCATION: Kamloops, BC

POSITION: Executive Director

THE ORGANIZATION:

Our mission is to establish a dynamic non-profit organization that enriches the quality of life in Secwépemcúíecw. Le7 te Melámen Health Society (LtMHS) is passionately committed to enhancing the well-being of the Secwépemc Nation and its 16 communities through a culturally focused approach, ensuring the safety and well-being of Indigenous families.

THE OPPORTUNITY:

Le7 te Melámen Society is seeking a dynamic and passionate Executive Director to join our team. This role involves providing strategic leadership, managing programs and services, and ensuring organizational excellence. The Executive Director will collaborate with the Board of Directors, oversee daily operations, and build positive relationships with stakeholders.

The ideal candidate will possess a proven track record in senior leadership. They demonstrate excellent strategic planning, operational management, and financial acumen, along with strong communication and stakeholder engagement skills.

AS THE EXECUTIVE DIRECTOR, YOU WILL:

Leadership and Governance

- Collaborate with the Board of Directors to assess organizational issues and develop strategic solutions.
- Provide visionary leadership, overseeing the management and performance of all programs and services.
- Ensure organizational excellence through effective team leadership, performance management, and budget oversight.
- Identify staffing needs and foster a productive and motivated workforce.
- Act as the primary liaison and spokesperson with funders, health organizations, and other key stakeholders.
- Develop and execute actionable fundraising strategies to support organizational goals.
- Ensure compliance with all national and local regulatory requirements for a Society in BC.
- Articulate and communicate a clear vision for the organization's future.
- Cultivate positive relationships with local, provincial, and national organizations to advance organizational objectives.

Operational Management

- Develop and execute annual operational plans aligned with strategic goals.
- Oversee day-to-day operations in accordance with established policies and procedures.
- Ensure adherence to security and privacy policies.
- Support the Board by attending meetings and addressing member inquiries and requests.
- Plan, implement, monitor, and evaluate programs, services, and projects.
- Determine staffing needs, provide mentorship, and implement performance management processes.
- Manage budgets, funding proposals, and financial controls effectively.
- Secure funding resources and manage funds in accordance with budgetary guidelines.
- Ensure compliance with taxation, human rights, and safety regulations.

Communication & Stakeholder Relations

- Communicate effectively and work collaboratively with Community Leaders (Chief/Council), Health Directors, stakeholders, and the broader community.
- Cultivate and maintain positive relationships with diverse organizations and stakeholders.
- Facilitate event planning and promotion to enhance community engagement and support.
- Collaborate with external partners for joint projects and improved service delivery.
- Enhance the organization's public profile through strategic PR, networking, and advocacy efforts.

QUALIFICATIONS:

Required:

- Ten or more years of demonstrated leadership in non-profit management, with a proven track record of strategic planning and organizational growth.
- Master's or bachelor's degree in a relevant field, or equivalent professional experience.
- Strong expertise in public relations, marketing strategies, and successful fundraising initiatives.
- Knowledge and understanding of Indigenous leadership principles and non-profit management practices.
- Proven success in collaborating effectively with a Board of Directors to achieve organizational goals.
- Possesses an entrepreneurial mindset, with a track record of innovative business planning and implementation.
- Dynamic and charismatic leader who excels in team-building and fostering a collaborative work environment.
- Extensive experience in financial management, including budget development, monitoring, and fiscal responsibility.
- Excellent verbal and written communication skills, with the ability to engage and inspire diverse stakeholders.
- Demonstrated ability to work effectively with diverse groups, fostering inclusivity and collaboration.
- Passionate, principled, and mission-driven individual with a positive attitude and unwavering integrity.

Preferred:

- Familiarity with pertinent legislation, encompassing child protection, labour laws, privacy regulations, and human rights.
- Sensitivity to the challenges and historical trauma impacting Indigenous communities.
- Proficiency in a diverse range of computer programs and software applications.
- Strong negotiation skills demonstrated in diverse contexts.
- Experience working with non-profit organizations and volunteer boards.
- Understanding of Indigenous history, languages, traditions, and cultural nuances.
- Exceptional leadership abilities coupled with strong organizational skills.
- Proficiency in data analysis and making informed, data-driven decisions.

STANDARDS OF SERVICE:

- Maintain confidentiality of professionally acquired information.
- Provide service in a non-judgmental and culturally sensitive manner.
- Be accessible, accountable, cordial, and responsive in all manner of communications for the LtMHS.
- Present professionally in the workplace and when conducting business for the SNTC, always representing the LtMHS with professionalism and integrity.

PRE-EMPLOYMENT REQUIREMENTS:

- A valid driver's license, reliable vehicle, and clean driver's abstract.
- Successful completion of a criminal record check.

WORKING CONDITIONS:

- Schedule flexibility, including evening and weekend meetings.
- Frequent travel within the region and to provincial meetings.

TOTAL REWARDS:

- Salary range of \$110,000 - \$130,000, based on skill set and experience.
- Extended Health, Dental, Life insurance, and long-term disability benefits.
- Paid vacation, personal leave, sick days, and spiritual leave.
- Employee Assistance Confidential support service.
- Engagement in community events.

HOW TO APPLY: Submit a copy of your resume using the [Executive Director Application Portal](#)