

North Okanagan Friendship Centre Society

The NOFCS is a dynamic and dedicated non-profit organization committed to serving the needs of urban Indigenous people residing in the North Okanagan. Our mission is to provide culturally appropriate health and social programs and services for the North Okanagan community.

We are looking for an Executive Director to take the organization into the next phase of its life. Supported by the BC Association of Aboriginal Friendship Centres, the board is reorganizing the society, and you will be the catalyst for positive change. You have deep knowledge of the challenges faced by Indigenous people living in urban areas, often away from their home communities. Your previous work has given you great leadership and management skills, and now you are looking for a role to put them to good use to create strong community supports for Indigenous people in the North Okanagan.

The north Okanagan is a fast-growing community that is still affordable and has all the amenities for people who love the outdoors and a small city environment.

The full job description follows. If you would love to bring your transformational leadership skills to this Executive Director opportunity, please send your resume and cover letter detailing your experience and understanding of issues facing urban Indigenous people to gaelene@askelandconsulting.ca by the end of day, July 19.

Executive Director Job Description

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Position Overview:

The Executive Director will provide strategic direction, organizational leadership, and operational oversight to advance the mission and goals of our organization. Working collaboratively with the Board of Directors, staff, and community stakeholders, the Executive Director will be responsible for ensuring the effective delivery of programs and services, securing funding and resources, and fostering a culture of innovation, accountability, and inclusivity.

Responsibilities:

1. Provide visionary leadership and strategic direction to advance the mission, goals, and values of the organization.
2. Oversee the day-to-day operations of the organization, including program development, implementation, and evaluation, financial management, human resources, and administration.
3. Collaborate with the Board of Directors to develop and implement organizational policies, procedures, and strategic plans to achieve long-term sustainability and impact.
4. Cultivate and maintain strong relationships with Indigenous communities, organizations, government agencies, funders, and other stakeholders to support programmatic initiatives, partnerships, and advocacy efforts.
5. Lead fundraising and resource development activities, including grant writing, donor cultivation, and stewardship, to secure funding for existing programs and future growth.
6. Ensure compliance with all relevant legal, regulatory, and contractual requirements, as well as adherence to ethical and best practice standards.
7. Foster a positive organizational culture that values teamwork, collaboration, diversity, equity, and inclusion, and promote professional development opportunities for staff and volunteers.
8. Represent the organization in public forums, media interviews, conferences, and community events to raise awareness of our mission, impact, and achievements.
9. Prepare and present regular reports to the Board of Directors, funders, and other stakeholders on the organization's activities, financial performance, and outcomes.
10. Monitor and evaluate the effectiveness of programs and services, utilizing data and feedback to inform continuous improvement and strategic decision-making.

Qualifications:

- Minimum of 5 years of senior leadership experience in the non-profit sector, with a proven track record of success in organizational management, program development, fundraising, and community engagement.
- Strong commitment to the values and principles of Indigenous self-determination, cultural revitalization, and social justice, with a deep understanding of the challenges and opportunities facing urban Indigenous people in the North Okanagan.
- Demonstrated leadership ability, with excellent communication, interpersonal, and relationship-building skills, and the ability to inspire and motivate staff, volunteers, and stakeholders.
- Strategic thinker with the ability to develop and implement innovative solutions to complex issues, while effectively managing resources and mitigating risks.
- Strong financial acumen, with experience in budget development, financial planning, and grant management, reporting, as well as knowledge of relevant accounting and reporting standards.
- Bachelor's degree in a relevant field (e.g., Indigenous studies, social work, public administration, non-profit management) required; advanced degree preferred.
- Indigenous heritage and cultural competency highly preferred.

Salary range is \$85,000 to \$95,000 depending on experience.