



Can-Am Indian Friendship Centre of Windsor

2929 Howard Ave,
Windsor, ON
N8X 4W4

Tel: (519) 253-3243
Fax: (519) 253-7876
www.caifc.ca

Are you a strong advocate for the Indigenous community? Do you strive on challenges? Do you want to take your career to the next level?

SEEKING A VISIONARY EXECUTIVE DIRECTOR

The Can-Am Indian Friendship Centre (CAIFC) has been a part of the Windsor-Essex community since 1982.

We are committed to furthering the goal to become a self-sufficient, self-determining, self-governing community. Historically, the Friendship Centre has been the focal point for Indigenous peoples within the urban environment.

The Centre itself retains the grassroots support and direction that was evident in the founding members. The Centre and the Indigenous community are inter-linked, seemingly a single entity.

Reporting to the Board of Directors, the Executive Director provides creative and visionary leadership to the organization in the realization of its Mission, Vision, Values and Strategic Directions.

This role is responsible for the management and administration of operations, the implementation of Board policy, the development and accountability of staff, volunteers, committees, programs, and services in accordance with the requirements of funders, government legislation and regulation.

Duties and responsibilities include, but are not limited to:

Board Liaison

- Provides accurate and timely resources and reports to the Board of Directors to support their governance responsibilities
- Implements decisions and directives of the Board of Directors
- Reports to the board on strategic activities and organizational activities
- Advises the board in a timely fashion of a significant risk to the organization or other development that may affect the reputation and/or functionality of the organization

Strategic Leadership

- In collaboration with Board of Directors, and in consultation with other stakeholders, develops strategic plan as required
- Provides leadership to the operations, human and financial resources, facilities, and programs in accordance with government legislations, regulations, and accreditation requirements
- Translates the organization's strategic plan, goals and objectives into an operational plan focused on serving the urban Indigenous community of Windsor-Essex.

Community Partnerships and Capacity Building

- Serves as the organization's "face" in the local and provincial community
- Maintains strategic partnerships with funders, community organizations, and other agencies and develops new partnerships
- Liaises with community and organizations as the chief representative of the organization
- Participates in committees, task forces and other relevant entities related to Indigenous affairs advocacy

Financial Management

- Develops the annual budget in accordance with the strategic plan
- Manages the financial resources in collaboration with the Finance Department, the Board of Directors, and audit vendors
- Completes in a timely fashion, the annual audit, monthly financial reports, and quarterly reports as required

Human Resources

- In collaboration with the senior Human Resources representative, develops, implements, and maintains human resources practices that attract and retain high performing talent for the organization

Operational Leadership

- Maintains the staff resources and system requirements to manage, audit and protect a comprehensive and confidential system of corporate, human resources, financial and records
- Builds an optimum quality level of service delivery to meet the needs of the organization
- Works in collaboration with stakeholders to develop and implement programs that enhance the role of the organization
- Provides superior problem-solving crisis management as situations arise
- Serves as the champion for staff and promotes staff development through team and individual training and coaching opportunities and through annual goal setting and performance review

Education and/or Work Experience Requirements:

- Post-secondary degree or diploma from a recognized university
- Five plus years senior management experience in a not-for-profit setting (Previous CEO experience is an asset). Previous experience with an Indigenous NFP strongly preferred.
- Sound business knowledge in the financial management of an organization including sound knowledge of CRA requirements for non-profit organization
- Proven experience in budget development, negotiation, and forecasting, as well as fundraising, donor relations, and development of new revenue streams
- Superior experience in report writing, public presentations and stakeholder relationships
- Ability to provide tools, resources, and initiatives to motivate staff to perform at a high level and in alignment with the Mission, Vision, and Values of the organization
- Demonstrated ability to work effectively and collaboratively with a Board of Directors, providing relevant reports on operations, financial matters, human resources, and strategic goals and objectives Proven ability to leverage the human capital of an organization towards achieving goals and objectives with an engaged workforce and positive workplace culture
- Working knowledge with public relations, developing, and maintaining a positive organization brand with strong marketing and communications
- Strong interpersonal leadership skills with an equally open communication style
- Superior organization, research, evaluation, time management, communication

POSTED UNTIL FILLED

SUBMIT COVER LETTER, RESUME AND THREE (3) EMPLOYMENT REFERENCES TO

Can-Am Indian Friendship Centre of Windsor

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Attention: HIRING COMMITTEE - CONFIDENTIAL

OR EMAIL APPLICATION TO: [hiring@caifc.ca](mailto: hiring@caifc.ca)

We thank all applicants, however only those that pass the initial screening process will be contacted for an interview. Successful candidate must provide Vulnerable Sector Check prior to employment.

CAIFC values diversity and is an equal opportunity employer; however, hiring preference will be given to qualified Indigenous applications. CAIFC is dedicated to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please let us know if you require accommodation to apply or if selected to participate.