



CANADA'S LEADING PROFESSIONAL  
EMPLOYER ORGANIZATION (PEO)

## Executive Director Opportunity

HAMILTON-WENTWORTH  
CHAPTER OF NATIVE'S  
WOMEN'S INC.

Executive Director

Hamilton, ON



### Overview:

Reporting to the Board of Directors, the Executive Director (ED) is responsible for providing the management of staff and operations of NWC in it's two locations in Hamilton, Ontario. The ED ensures implementation of the overall strategic direction as established by the Board of Directors

### Salary:

\$95,000 annually

### Responsibilities:

- Partners with Board of Directors (BD) for the development of ongoing strategic long and short term plans which are focused on implementing NWC goals and objectives and ensuring meeting client needs
- Under the BD direction, develops and implements an operational work plan meeting the needs of Indigenous women while incorporating NWC goals and objectives
- Manages day-to-day program and facility operations; presents recommended changes
- Maintains direct outreach to community members and partners; all levels of government and organizations while championing advocacy initiatives for Indigenous women and families
- Represents NWC on committees, networks, projects; identifies any changes to improve services
- Conducts organizational and evaluation reviews of programs, facility, staff and staffing levels
- Determines and meets staffing requirements to effectively implement and manage all programs
- Provides leadership and effective management of the NWC operation and it's staff
- Manages all financial activities related to the annual and day-to-day operation of NWC.
- Partners with BD to secure program funding; research, prepare funding plans and proposals
- Lead annual budget review, report on revenue, expenses, cash flow in accordance with budget

### Qualifications:

- Bachelor's Degree from an accredited college or university in social work and/or social sciences
- Experience working with woman and children who have experienced abuse, violence, or sexual assault
- 5 years of organization and senior staff management experience preferably working within an Indigenous non-profit community resource based agency
- Demonstrated understanding of and has experience working in an Aboriginal culture environment especially as it relates to issues of Indigenous women
- Experience with strategically planning, implementing, and evaluating programs and services
- Clear understanding of operational and capital budgets, forecasts, and funding applications
- Exceptional organization to manage multiple tasks/projects; prioritize, set goals, track progress
- Strong interpersonal skills to work with, supervise, motivate and interact with staff, volunteers, partners
- Excellent communicator with concise written and verbal skills; an articulate speaker
- Ability to problem-solve, assess issues, identify causes, generate solutions, recommendations
- Leader and team player to positively influence others to meet and exceed organizational goals

Qualified applicants should email a cover letter and resume to:  
[apply@oigroup.ca](mailto:apply@oigroup.ca)

1.800.668.9852  
info@oigroup.ca | www.oigroup.ca

