

Leaders

INTERNATIONAL

Executive Search



Executive Director



National Association
of Friendship Centres
Association nationale
des centres d'amitié



The Opportunity Executive Director

The National Association of Friendship Centres (NAFC) is seeking an Executive Director with a strong understanding of urban Indigenous communities, Friendship Centres, as well as regional and cultural diversity across the country to build and manage relationships within the Friendship Centre Movement and externally with a variety of stakeholders.

The Organization NAFC

The NAFC was established in 1972 to represent, nationally, the growing number of Friendship Centres emerging across Canada. The NAFC is a network of 125 Friendship Centres and Provincial and Territorial Associations (PTAs) from coast-to-coast-to-coast.

Friendship Centres are Canada's most significant off-reserve Indigenous service delivery infrastructure and are the primary providers of culturally enhanced programs and services to urban Indigenous residents. For over half-a-century, Friendship Centres have been facilitating the transition of Indigenous people from rural, remote, and reserve life to an urban environment. For many Indigenous people, Friendship Centres are the first point of contact to obtain referrals to cultural-based socio-economic programs and services.

The NAFC's mission is to improve the quality of life for Aboriginal peoples in an urban environment by supporting self-determined activities which encourage equal access to, and participation in, Canadian Society; and which respect and strengthen the increasing emphasis on Aboriginal cultural distinctiveness. The organization prides itself on having a dedicated and passionate Board of Directors in support of the Friendship Centre Movement, with representation across the country including youth and Senate members.

The head office of the NAFC is based in downtown Ottawa, Canada's National Capital Region, providing ample opportunities to interact with, develop, and foster relationships with other National Indigenous and non-Indigenous organizations such as the Assembly of First Nations (AFN), Native Women's Association of Canada (NWAC), Congress of Aboriginal Peoples (CAP), Métis National Council (MNC) and Inuit Tapiriit Kanatami (ITK). Additionally, Ottawa has quietly become one of the most vibrant, culturally-rich cities in Canada. With a host of scenic bike paths, hiking trails, and enough flora and fauna to rival Vancouver, Ottawa strikes the perfect balance between big city life and small-town charm. The city is also home to a variety of Indigenous service centres including the Wabano Aboriginal Health Centre and the ever evolving Odawa Native Friendship Centre.

The Position

Executive Director

A relationship builder and an innovator, the Executive Director will bring a strong foundation of policy and strategic development, governance, communication, and leadership and change management, working in partnership with the Board to ensure the success of the NAFC. The Executive Director will provide leadership to the NAFC by supporting the Friendship Centre Movement across the country, acting as liaison with the government, ensuring services are reflective of the needs of the membership, and advancing strategic initiatives that benefit Canada's urban Indigenous population.

Committed to improving the lives of urban Indigenous people and building the success of the Friendship Centre Movement, the Executive Director possesses the vision and skills to strengthen sustainable effective relations with the federal government, general public, and to act on Board directives. The successful candidate must be able to develop and implement a National transformation strategy while also supporting local staff in a positive way.

The successful candidate's credentials will include academic training, a relevant degree or equivalent experience in the area of public policy, combined with a track record of successful executive management. This Ottawa based role will require frequent travel.

The Executive Director's role is key to the successful operation of the NAFC, working in partnership with the support of the Board of Directors and leading a team of talented staff. With a key focus on Reconciliation, the Executive Director will be responsible for supporting Friendship Centres in each region of Canada, understanding their needs in various areas and helping them to achieve success.

Job Summary

The Executive Director serves as Chief Executive of the National Association of Friendship Centres (NAFC) and, in partnership with the Board, is responsible for the success of the NAFC. The Board and Executive Director work together to assure NAFC's relevance to the community, the accomplishment of NAFC mission and vision, and the accountability of the NAFC to its members. The Board delegates responsibility for management and day-to-day operations to the Executive Director, and s/he has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The Executive Director provides direction and support to the Board as it carries out its governance functions.



Duties and Responsibilities (General)

- Provides leadership to the Association as a whole, by implementing the strategic plan and acting as a liaison with government, other organizations, and stakeholders on a domestic and international level
- Speaks on behalf of the organization in collaboration with the President as the main spokesperson
- Serves as the main advocate of the Association, ensuring presence and representation on both domestic and international forums, regulatory bodies, civic bodies, and other associations
- Directs and oversees long-term and short-term strategic plans
- Delegates authority and responsibility to managerial staff
- Manages the operations of the Association

Leadership

- Provides external leadership for the Association in concert with the Board of Directors on all matters related to the Association
- Provides internal leadership and direction to staff, and develops strategic approaches and initiatives based on the strategic plan of the Association
- Represents the Association in negotiations and other official functions
- Develops and coordinate all public relations strategies
- Provides senior level advice and strategic analysis to the Board of Directors and President as requested or as needs arise
- Ensures the effective management and guidance of staff, and conducts staff meetings and management meetings to ensure effective and efficient operations
- Provides staff with professional development opportunities and helps to build a positive organizational culture that encourages growth
- Develops, fosters, and participates in a positive organizational culture and encourages a team building environment for all staff

Governance

- Ensures the President is informed on all important matters and activities undertaken pertinent to the Association;
- Acts as an ex-officio non-voting member of all Committees of the Board of Directors and will provide such Committees with all necessary information and advice to perform their function;
- Ensures consistent reporting to the Board of Directors at each Board meeting and support the Executive Committee at the Annual meetings of the Association

Administration

- Manages the operations of the Association
- Works with the Board of Directors on governance policy issues by providing support and by initiating approved recommendations or actions
- Ensures compliance to minimum standards in accordance with all government legislation, regulations, and guidelines pertinent to the organization's role as an employer and non-profit agency
- Recommends to the Board changes to policies and procedures that would improve the organization
- Determines hiring, evaluation, training, and/or equipment needs of employees, taking into account annual budget allocations
- Submits all information, reports, and records as requested or required by law to the appropriate government officials or the Board of Directors
- Develops and implements operational plans, policies, and goals that further strategic objectives

Financial

- Maintains full awareness of the complete financial, statistical, and accounting records of the organization
- Ensures that operating results established in the annual budget are achieved and the control of operating expenses within budget
- Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting
- Ensures the preparation of the annual budget for board approval



Contact Information

The position is open to all qualified applicants, although preference will be given to Canadian citizens and to permanent residents of Canada. The NAFC is an inclusive and equitable organization, encouraging applications from qualified women and men including persons with disabilities, members of visible minorities, and Indigenous persons.

To further explore this executive leadership opportunity, please submit your resume to Brock Higgins at brock@leadersinternational.com or call (613) 788-8254 ext. 101.