



EMPLOYMENT OPPORTUNITY

Executive Director

The Native Women's Resource Centre of Toronto (NWRCT) is a community-based organization dedicated to providing resources and support to urban Indigenous women and their families. NWRCT delivers culturally relevant programs and services that empower and build the collective capacity and self-sufficiency of Indigenous women.

The Executive Director, in partnership with an engaged and committed Board of Directors, and in collaboration with staff, will provide leadership, strategic direction and oversight to our organization and programs, ensuring we have the financial and human capital required to deliver on our mandate.

Responsibilities:

Leadership and Strategy

- Advise Board monthly on operational and external opportunities and challenges
- Communicate the organizations vision and mission with clarity and passion to stakeholders and our broader community
- Liaise with NWRCT Members to grow membership program and ensure strong communication
- Lead the ongoing development of our programs and community support currently in the Greater Toronto Area
- Cultivate strong relationships with key stakeholders
- Be a spokesperson for NWRCT in the community and advocate for further development of resource and capital support

Fundraising and Managing External Relationships

- Work collaboratively with the Board of Directors, staff and volunteers, to initiate, develop, and execute major fundraising efforts including fee for service workshops and executing the annual Minaake Awards

- Provide leadership and stewardship in efforts to acquire and maintain sponsorships, donations, grants, major gifts from foundations, individuals and corporations
- Develop and sustain relationships with past, current and potential donors, foundations, government agencies, corporations and community partners
- Work proactively to develop long-term sustainable funding sources for the organization
- Meet fundraising objectives of our Strategic Plan, in line with our mission and purpose
- Develop and sustain collaborative relationships with other non-profit organizations in our community and develop ways that we can work together on common goals and meet institutional needs

Management and Operations

- Work in partnership with staff to ensure that all programs offer the highest quality of service and are continually refined and improved to meet evolving needs of the community we serve
- Maintain internal financial controls to manage expenses and fundraising contributions and provide oversight of bookkeeping, annual audit and other financial or regulatory requirements that may arise
- Develop annual operating budgets that support our Strategic Plan and operational priorities and provide regular updates to the Board of Directors on our progress against and adherence to this budget in partnership with our Finance Manager
- Motivate, mentor, evaluate and recognize staff on an ongoing basis to ensure we have the right skills and capabilities to maintain and grow the organization; Recruit and hire new staff as required
- Foster a positive and engaging organizational culture that attracts and retains staff and volunteers
- Be a role model for our staff, volunteers and external partners in attitude, behavior and leadership

Qualifications:

- Post-secondary diploma/degree in social work, Indigenous studies, or women's studies with a minimum of seven (7) years' work experience
- Experience in management or leadership in the not-for-profit, or relevant social/private sector organizations
- Experience in successfully leading fundraising campaigns and grant writing
- Experience managing a team of staff and volunteers
- Experience working with or reporting to a Board of Directors
- Must possess strong written and verbal communication skills
- Strong organizational/time management skills with an ability to plan ahead, define measurable objectives, outcomes and meet timelines
- Experience working with Indigenous Peoples and Communities is preferred
- Knowledge of Indigenous cultures, traditions, and family dynamics is preferred

- Established relationships with other service agencies, ability to network and create/maintain these relationships is a significant asset
- Proven analytical and problem solving skills
- Working knowledge of MS Office, internet, and general office equipment
- Current Police Record Check and Vulnerable Sector Screening are required

Please provide a cover letter and resume to resourcemanager@nwrct.ca.

NWRCT's opportunity for employment is non-discriminatory and in compliance with the provisions of the Ontario Human Rights Code and the City of Toronto's Anti-discrimination Clause.