



## External Job Posting

<b>Position Title:</b>	Executive Director	<b>Competition #:</b>	2024-NON-02
<b>Reports To:</b>	Board of Directors	<b>Union:</b>	N/A
<b>Closing Date:</b>	September 13, 2024 @12:00pm	<b>Work Location:</b>	In person

### Position Overview

The Executive Director is directly accountable for the work performance of Management Non-Union and Frontline Unionized employees and for program and administration services, which allows the corporation to meet its organizational objectives. The Executive Director works in tandem with the Board of Directors and its various committees in furthering the mandate and vision of the organization.

### Qualifications

The Executive Director must possess:

- An equivalent combination of partial education and experience may be considered. A four-year university degree in Business Administration, Finance or another relevant discipline.
- A minimum of ten (10) years' experience working in either a not-for profit or for-profit organization in a senior leadership position.
- Experience and skills in working with a Board of Directors.
- Strong working knowledge of fiscal management, including creation and ongoing review and management of annual budgets, business finance, capital funding, contracts and partnerships.
- The ability to be bondable for purposes of signing authority and delegation of financial resources.
- Proven managerial and supervisory capabilities in a unionized environment with solid negotiation and investigation skills.
- Sound working knowledge of human resource policies and procedures.
- Capacity to read, interpret and apply Collective Agreements, labour laws and benefit plan agreements.
- Sound working knowledge of federal and provincial legislation applicable to non-profit organizations, including Canada Labour Code standards, human rights, occupational health and safety, charities, CPP, EI, Health Benefits program, Employee Pension Plan, etc.
- Working knowledge of the required standards of residential care and to uphold these standards in the provision of services to clients.
- Experience working with Indigenous people in a Hospitality care setting as a supervisor would be considered an asset.
- Proficient working knowledge of computers and of their practical work applications (Word processing, Email, Internet and information dissemination).
- Ability to develop, write and present proposals that are relevant to Wequedong Lodge.
- Human Resources experience required.
- Excellent communication (verbal and written), organizational, problem solving and evaluation skills.
- Ability to work effectively under pressure and be able to meet deadlines.
- Fluency either in Ojibway, Oji-Cree or Cree would be an asset.
- An understanding and appreciation of Indigenous culture.
- Bring qualities that reflect the values of our Indigenous communities. This includes clear communications, kindness, compassion and an approach that uplifts and supports our team and those we serve.
- Successful completion of Police Vulnerable Sector Check (or in the last 6 months).
- Excellent customer service.

- Persons of First Nations ancestry will be given preference.

## **Duties and Responsibilities**

1. In conjunction with the Board of Directors and employees, develop Strategic Plans at five (5) year intervals to identify and diversify the program objectives of the organization and review annually.
2. Advise Board of Directors on strategic issues.
3. Attend and ensure the coordination of yearly Annual General Meeting contacts and ensure the coordination of quarterly Board of Director meetings, teleconferences and reports.
4. Assist in the preparation of Board meeting documentation, including the agenda.
5. Develop effective communication and prepare recommendations and reports to enable the Board of Directors to make decisions and discharge their fiduciary duties.
6. Identify, assess and inform the Board of Directors of internal and external issues that affect the organization.
7. Conduct official correspondence on behalf of the Board of Directors when required, and jointly, when appropriate.
8. Approve expenditures within the authority limit delegated by the Board of Directors.
9. Special projects and other related duties are deemed essential by the Board of Directors.
10. Establish working relationships and collaborative arrangements with community groups, funders, politicians and other organizations to achieve the goals of the organization.
11. Primary contact for the organization for all media and external inquiries.
12. Represent the organization at community and regional events to enhance its profile or delegate an alternative.
13. Serve as the face of the organization to the greater community to further strategic partnerships development, advocacy objectives, programming initiatives and community partnership goals.
14. Recruit, interview, and select employees for management positions.
15. Ensure that Management employees receive orientation and training relative to the organization's mandate and to their job classification.
16. Implement an evaluation process for management and frontline employees, which will allow for ongoing monitoring, including annual evaluation reviews.
17. Meet regularly with Management staff to ensure compliance with goals, objectives and policies and procedures.
18. Assist in the development and implementation of all policies and procedures, including job descriptions for employees in conjunction with management.
19. Review Policies and Procedures annually.
20. Administer funds according to the approved budget and monitor the monthly cash flow throughout the fiscal year.
21. Building an effective team of leaders by providing guidance and coaching to Supervisors.
22. Overall management of staff at Wequedong Lodge.
23. Research alternative source(s) of funding, oversee the development of fundraising plans, write funding proposals, and participate in fundraising activities, as required.
24. Communicate with and inform the leaders of Political Tribal Organizations and communities of the organization's activities on a regular basis.
25. Anticipate and respond to client needs, which will either meet or exceed their expectations.
26. Work cooperatively and effectively with others to set goals, resolve problems, and make decisions conducive to the organization.
27. Primary contact for Labour Management Relations Committee (LMRC) meetings and Bargaining Negotiations.
28. Accountable to ensure timely investigation and reporting.
29. Manage and maintain Wequedong Lodge compliance with all legislation relevant to the Ontario Not For Profit Corporations Act, the Occupational Health and Safety Act and the Canada Labour Code.
30. Act and be compliant with the findings of Workplace Inspections within required time frames.
31. Understand and bring to the organization trends, innovations and opportunities.

Interested candidates may apply in person, by mail, email or fax. Your application should include the competition number (**2024-NON-02**), your cover letter and resume and may be submitted in confidence to:

Wequedong Lodge of Thunder Bay  
684 City Road, Fort William First Nation, ON P7J 1K3  
Fax: (807) 626-9365  
Email: [hr@weqlodge.org](mailto:hr@weqlodge.org)

Wequedong Lodge is an equal opportunity employer and provides accommodation for job applicants in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process. To make a request, please contact [hr@weqlodge.org](mailto:hr@weqlodge.org).

Wequedong Lodge is dedicated to ensuring a safe, comfortable, and culturally appropriate environment for its clientele. As a tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon a Police Vulnerable Sector Check (PVSC) to ensure the absence of relevant criminal convictions.

Regular attendance at work is imperative, therefore, all applicants will have to demonstrate good record to be considered for this position.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.