



## Title of Job: Director of Strategic Initiatives

### Position Description:

The Director of Strategic Initiatives is a key leader in the management and development of the organization, responsible for supporting the Executive Director in overall operations and ensuring that the NIFSC maintains federal support. This position provides administrative support, and monthly updates between the NIFSC Board of Directors and NIFSC employees and contractors. This position ensures that employees and contractors meet the requirements of their roles while also achieve success.

### Major Areas of Responsibility:

#### Board Relationships:

- > Attend Board of Director meetings and provide status updates to leadership
- > Provide administrative support for the Board of Directors including meeting collateral, travel, and other duties as required
- > Provide administrative and logistical support for the annual National Firefighting Competition
- > Provide administrative and logistical support for the annual National Poster Contest

#### Organization Mission and Strategy:

- > Provide support and oversight of staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach
- > Support strategic planning activities and work with the Executive Director and leadership to ensure that the organization is successfully in fulfilling its mission

#### Operations:

- > Oversee and implement appropriate resources to ensure that operations are managed effectively in order to achieve optimal outcomes.
- > Responsible for the hiring and retention of competent, qualified staff.
- > Provide administrative support with respect to contracts and negotiations of incoming staff and contractors
- > Provide administrative support for accounts payables and payroll
- > Ensure that the organization is establishing and maintaining good working relationships with community groups, funders, politicians, and other emergency service agencies.

#### Core Required Competencies:

- > Five or more years senior non-profit management experience
- > Experience and skill in working with a Board of Directors
- > High level strategic thinking and planning
- > Demonstrated ability to oversee and collaborate with staff
- > Solid organizational abilities, including planning, delegating, program development and task facilitation
- > Excellent written, oral communication and public speaking skills





National Indigenous  
Fire Safety Council Project  
Projet du conseil national  
autochtone de la sécurité-incendie

# Director of Strategic Initiatives

Please apply by email to [HR@indigenousfiresafety.ca](mailto:HR@indigenousfiresafety.ca)

- > A proven track record of working with government at all levels - municipal, regional, and federal.
- > Successfully implement strategic plans through business goals and resource performance
- > Self-motivated, productive, and efficient
- > Exceptional ability to establish and maintain productive working relationships with a diverse stakeholder base

## Minimum Education, Certification and Experience:

- > At least five (5) years of demonstrated achievements in a senior executive administrative role within the public sector, preferably public safety
- > Bachelor's Degree in business administration, population and public health, or another related field (Master's degree preferred)
- > Knowledge and experience working in Indigenous environments
- > Experience working with federal government programs and funding policies

## Additional Assets

- > Bilingual in English and French
- > Of Indigenous Heritage
- > Experience and knowledge of fire and life safety

## Work Environment:

- > Full Time, Monday to Friday, 37.5 hours per week
- > One-year term employment contract
- > Remote, work from home

## Closing Date:

The candidate will be selected from qualified applicants. Posting will close May 20, 2022 but may be extended if not filled. The desired start date is June 6, 2022.

## How to Apply:

Please respond with any questions. Applications must include a resume and can be submitted by email to [HR@indigenousfiresafety.ca](mailto:HR@indigenousfiresafety.ca). Interested candidates may be located anywhere in Canada. This is anticipated to be a contract role for a one-year term.

*AFAC is an equal opportunity organization and encourages Expression of Interests responses from any community.*

