



**Title of Job:** Executive Director

## Position Description:

The Executive Director is the key management leader of the organization, responsible for the overall operations and for ensuring that AFAC retains public and federal support. This position is the main liaison between the Board and AFAC's employees and contractors and works with the Board to fulfill the organization's mission.

## Major Areas of Responsibility:

### Board Relationships:

- > Provides leadership in terms of developing programs, organizational, and financial plans in collaboration with the Board and staff.
- > Develops, implements, and manages policies and procedures authorized by the Board.
- > Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

### Financial Performance and Viability:

- > Develops resources and revenue sources sufficient to ensure the financial health of the organization.
- > Responsible for the fiscal integrity of required by funding sources and include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- > Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

### Organization Mission and Strategy:

- > Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
- > Responsible for implementation of programs that carry out the organization's mission.
- > Responsible for strategic planning to ensure the organization can successfully fulfill its Mission into the future.
- > Responsible for the enhancement of organizations image by being active and visible to First Nations communities and leadership by working closely with First Nations regional and political organizations.

### External Relations:

- > Represents the organization and its programs and services to agencies, other organizations, government officials, the public, and other stakeholders.
- > Establishes good working relationships with community groups, funders, politicians, and other emergency service agencies.

### Operations:

- > Oversees and implements appropriate resources to ensure organizations operations are managed effectively and achieve optimal outcomes.





- > Responsible for the hiring and retention of competent, qualified staff.
- > Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization as delegated by the Board.

## 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.
- > Ability to envision and convey the organization's strategic future to internal and external constituents.
- > Demonstrated ability to oversee and collaborate with staff.
- > Solid organizational abilities, including planning, delegating, program development and task facilitation.
- > Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- > Excellent written, oral communication and public speaking skills.
- > 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 or financial role within the public sector, preferably public safety.
- > Bachelor's Degree in business administration, Commerce, or another related field.
- > Knowledge and experience working in Indigenous environments.
- > Experience working with federal government programs and funding policies

## Work Environment:

- > Flexible work schedule
- > Remote, work from home

## Closing Date:

The candidate will be selected from qualified applicants. Posting will close March 22, 2022, but may be extended if not filled. The desired start date is April 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.*

