



# Native Child and Family Services of Toronto

Founded in 1986 we are a multi-purpose, culturally based, self-determined service provider supporting the Indigenous children and families in Toronto. A mandated Children's Aid Society, offering Support Services in a range of preventative and healing services. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions. A recognized leader in the field, known nationally for service innovation with a budget over 30 million, 240 staff at 11 locations.

## Executive Director

Classification: Regular Full-Time Location: 30 College Street

### Position Summary

The Executive Director is responsible for the successful leadership and management of all the organization's services and cultural systems; which combine to deliver protection, residential care, early years and parenting, youth-work, prevention, clinical and community work services. The Executive Director will ensure all services are delivered in accordance to the strategic direction set by the Board of Directors.

### Qualifications & Skills

- Master's Degree in Social Work or related field coupled with training in business administration or management
- Substantive management experience working within the Indigenous context in an executive capacity, demonstrated through at least ten years of progressive experience in complex human service delivery organizations
- High level of literacy in Indigenous culture, urban issues and current community challenges
- Knowledge of Ministry guidelines and all legislation relevant to non-profit sector organizations as it pertains to employment, human rights, youth, children, and family services
- Experience with enforcement of established organization policies, procedures, and programs relevant to human resources, financial and project management
- A track record of success as a strategic systems thinker with an ability to communicate and translate future vision into successful actions and outcomes
- Ability to positively influence others to achieve results that are in the best interest of the organization
- Experience building consensus and delivering results with diverse stakeholders and partners for common solutions
- Ability to effectively communicate both verbally and in writing to a wide and varied audience
- Proficiency in the use of computers for Microsoft office suite, financial management and statistical reporting
- Highly developed organizational skills with an ability to multitask and prioritize
- Strong analytical and problem solving skills
- A valid Driver's Licence and access to a reliable vehicle are required for this position
- Pass a Vulnerable Sector Police Record Check

As the ideal candidate, you are an inspiring and empowering Indigenous leader who is genuinely committed to, and a champion of the Indigenous community and children's services. You will also have experience and competencies in the following areas of responsibilities:

#### *Leadership*

- Participate with the Board of Directors by bringing guidance and perspective to the development of the strategic plan

- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Directors, fostering effective team work on all aspects of the organization's activities
- Conduct official correspondence on behalf of or jointly with the Board as appropriate
- Represent the organization at community activities and act as a spokesperson to enhance the organization's community profile

#### *Operational planning and management*

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of its clients, Board and Funders
- Oversee the secure, efficient and effective day-to-day operations that meet community needs and addresses organization priorities
- Draft new and review policies for the approval of the Board and prepare procedures for implementation as needed

#### *Program planning and management*

- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

#### *Financial planning and management*

Through the office of the Chief Financial Officer (CFO)

- Work with staff and the Board to prepare a comprehensive budget and secure adequate funding.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Ensure that the organization complies with all legislation

#### *Community relations/advocacy*

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

#### *Risk management*

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage

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If you are interested in this job opportunity, please apply by email on or before **August 27, 2017** [hrcfst@nativechild.org](mailto:hrcfst@nativechild.org) quoting reference number **#17-07-01**

Selection Process: The position will be filled through a review of submissions and resulting interview process. We thank you for your interest, however, only those applicants selected for an interview will be contacted. E-mail responses only. No phone calls, please.

NCFST is committed to staffing a workforce representative of the Indigenous population we serve. We encourage First Nation, Métis and Inuit applicants to apply and please self-identify in a cover letter.