



Kamloops Aboriginal Friendship Society

125 PALM STREET KAMLOOPS BC V2B 8J7

Phone: 250-376-1296 Fax: 250-376-2275

Kamloops Aboriginal Friendship Society

JOB DESCRIPTION

EXECUTIVE DIRECTOR

Reporting to the Kamloops Aboriginal Friendship Society Board of Directors the Executive Director will provide overall strategic and operational leadership to the Kamloops Aboriginal Friendship Society and deliver significant strategic impact. The Executive Director will interpret the direction of the KAFS Board in line with the vision and mission of KAFS. The Executive Director will work with the KAFS Board to develop and implement KAFS's future strategic plans and to align organizational resources to achieve them.

Specific Accountabilities

1. Board Accountability and Support

Works closely with the Board in the determination of policy and strategy and supports the Board in fulfillment of its governance responsibilities. In doing so, will formulate alternatives for consideration the Board to ensure the KAFS goals and objectives are achieved through the most effective and realistic strategies.

Provides appropriate and timely advice, background information and briefing materials to Board members in carrying out their range of governance responsibilities. Ensures they are kept abreast of all relevant information regarding the KAFS activities.

2. Strategic Plan

Oversees the strategic plan implementation and monitors its progress. This plan sets out a future vision, identify critical issues to be addressed and establish short, medium- and long-term objectives, strategies and budgets.

Prepares a quarterly analysis of progress in achieving objectives established in the Plan and sets out the rational for variances.

3. Annual Plan

Formulates and recommends to the Board an Annual Plan for the KAFS which will support the achievement of the objectives established in the Strategic Plan.

Submits to the Board periodic analysis of progress in achieving objectives, sets out rationale for variances and recommends modifications to the Plan if necessary.

4. Organizational and Management of Staff

Develops and effective organizational structure that reflects strategic and operational needs and prescribes the authority and responsibilities of staff as they relate to the accomplishment of specific objective and priorities.

Establishes and environment of excellence and achievements, fosters a culture of accountability ad transparency, and is committed to maintaining a positive work climate and culture.

5. Continuous Improvement and Learning

Ensures an organizational quality assurance program supports and enhances the KAFS's performance, including ensuring that key performance indicators are meaningful, appropriately monitored, and acted upon.

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6. Human Resources Leadership

Provides strong effective leadership to the staff and KAFS to capitalize on the full potential of this most critical resource. Communicates, motivates, guides and directs all those involved with KAFS to contribute fully to the realization of the KAFS's vision, purpose and goals.

7. Operations

The Executive Director is responsible for planning, organizing and directing all facets of the KAFS's operations within the approved strategic plan framework and ensures the strategic and operational goals and objectives are achieved in each of the core operational elements of the organization. The Executive Director provides overall leadership of staff; and promotes a healthful workplace environment that reflects the organization's principles and encourages employees to realize their maximum potential fosters personal growth and promotes a sense of community, autonomy, and decision making at the point of service.

8. External Relationships

Maintains a position of the highest credibility, integrity, and impact. The Executive Director ensures appropriate and effective communications with board members; develops and maintains strategic relationships within the non profit sector profession, government, regulatory and other relevant professional groups; develops, supports and participates in provincial and national networks, committees, and other Friendship Centres to support achievement of the KAFS's strategic and operational plans; represents and builds on positive and proactive image for the KAFS in a variety of internally and externally-focused roles; and ensures appropriate information flow within and outside the organization.

9. Communications

Ensures a strategic communications program is in place that communicates the vision and goals of the KAFS internally and to key stakeholders. Measures and sets objectives to enhance public awareness and Perception of the KAFS progress towards achieving its vision and goals.

10. Fundraising

Expand local revenue generating and fundraising activities to support existing program operations.

General Responsibilities:

- 1. Board Governance:** Works with KAFS board in order to fulfill the organization mission.
 - Responsible for leading KAFS in a manner that supports and guides the organizations mission as defined by the Board of Directors.
 - 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.
- 2. Financial Performance and Viability:** Develops resources sufficient enough to ensure the financial health of the organization
 - Responsible for the fiscal integrity of KAFS, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial conditions 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.

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- Responsible for fundraising and developing other resources necessary to support KAFS's mission.
3. **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through program, strategic planning and community outreach.
 - Responsible for implementation of KAFS's programs that carry out the organizations mission.
 - Responsible for strategic planning to ensure that KAFS can successfully fulfill its Mission into the future.
 - Responsible for the enhancement of KAFS's image by being active and visible in the community.
 4. **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
 - Responsible effective administration of KAFS operations.
 - Responsible for the hiring and retention of competent, qualified staff.
 - Responsible for signing all notes, agreements, and other instruments made and entered and on behalf of the organization.

Qualifications:

Specific requirements include:

- A Bachelors Degree/Business Degree with at least 10 years of senior management experience; track record of effectively leading and scaling a performance and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and sound knowledge of accounting, financial and administrative management
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations and fundraising experience with the ability to engage a wide range of stakeholders and Indigenous cultures
- Strong written and verbal communication skills, a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Transparent and high integrity leadership
- Strong, hands on, budget management skills, including budget preparations, analysis, decision-making and reporting.
- Knowledge of fundraising strategies and donor relations unique to non-profit sector.
- Report and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the KAFS.
- Review and approve contracts for service.
- Other duties as assigned by the Board of Directors

- Supervise, collaborate with organization and staff.

Vehicle/drivers license required

Criminal Record Check Clearance required for vulnerable population

Preference will be given to applicants of Aboriginal ancestry as per section 41 of the BC Human Rights Code (please self-identity in your cover letter).

Qualified internal applicants will receive preference.

(ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED)

Please provide a cover letter, resume, and 3 CURRENT references to:

Vicki Michaud | General Manager

Kamloops Aboriginal Friendship Society

125 Palm Street

250 376-1296 ext. 105

Email: vicki.michaud@kafs.ca | Website: www.kafs.ca

Deadline: September 27th, 2019

Please include: EXECUTIVE DIRECTOR APPLICATION in subject line!!