

# Job Posting

## Director of Strategic Member Initiatives

Employment Status:	Full-time
Hours:	35-hour work week
Location:	Victoria, BC
Posting:	External: applications accepted only by email (see below)

### Job Summary

This position provides senior leadership and strategic oversight to the Member Services Team and Contracts Team.

The Contracts Team administers BCAAFC's largest funding agreements and contribution programs to our member Friendship Centres including major funding streams and specialized agreements critical to the stability of the Friendship Centre network. The Member Services team leads proactive and responsive supports to Friendship Centres, and engagement with the Provincial Aboriginal Youth Council and Elders Council.

In addition, the Director of Strategic Member Initiatives is responsible for executive-level contract stewardship, financial oversight, stabilization planning, and relational member engagement, including program budgets, funding proposals, quarterly reporting, team management, and stakeholder engagement.

This role centres the well-being, stability, and long-term sustainability of Friendship Centres, ensuring that compliance, funding stewardship, and member support are grounded in Indigenous values of relational accountability, reciprocity, and cultural safety.

### Duties Include

- Funding contracts for all 25 Friendship Centres, additional funding contracts as they are made available
- Member Services – specialized supports and resources for Friendship Centres.

### Administration & Strategic Contract Leadership

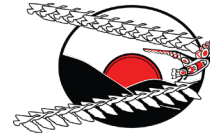
- Provide oversight for all contract administration practices for BCAAFC Member Services Team.
- Write funding proposals and negotiate contracts with various provincial ministries, federal agencies, and the National Association of Aboriginal Friendship Centres.



- Complete quarterly roll-up reporting to BCA AFC funders, both financial and narrative.
- Provide support to team to ensure sufficient completion of their program's reporting requirements.
- Create annual general reports and individual program reports to share with membership, funders, and stakeholders.
- Work with the Data and Research Analyst to collect and analyze statistical reporting, using this to further advocate for the FC movement, identify partnerships, and determine funding allocation models.
- Liaise with the National Association of Aboriginal Friendship Centres, support Contracts Manager to attend the technicians meetings, and attend as required to stay up-to-date on funding procedures and opportunities.
- Produce briefing notes for the Executive Director and Leadership Table on successes, areas of concern, and general program updates.
- Financial management for up to 12 programs, create and monitor yearly budgets, quarterly reviews of general ledgers, internal and external financial reporting, oversight for all cheque/AFT requisitions.
- Participate in Membership Meetings, the Annual General Meeting, and site visits.
- Support team to host regular Friendship Centre check-in zoom calls.
- Support team to host workshops as requested/required at Membership Meetings on changes/updates that will impact reporting/contracts/Friendship Centre Support.
- Provide executive oversight of BCA AFC's two largest funding agreements, ensuring strong risk management, compliance, and long-term sustainability.
- Identify systemic funding pressures and bring forward strategic recommendations to strengthen equity and stability across the Friendship Centre network.

### **Friendship Centre Supports & Stabilization**

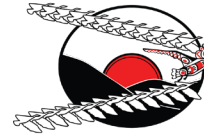
- Act as a key point of contact for Friendship Centres seeking support and/or information about funding agreements; stay abreast of FC successes, challenges, and needs; keep detailed records of communications.
- On-going communications with Friendship Centres via email, phone, video calls, and in-person site visits.
- Work closely with the Contracts Administrator and the Contracts Manager to identify member centers in difficulty and to determine what types of supports and/or interventions may be needed.
- Employ a strengths-based, culturally grounded, and holistic approach to outreach and stabilization, prioritizing dignity, autonomy, and long-term organizational wellness.



- Provide oversight and support for the administration of Special Bi-lateral Agreements and Recovery Work Plans for Friendship Centres requiring intensive supports.
- Lead and coordinate stabilization strategies for Friendship Centres experiencing governance, financial, HR, or operational destabilization.
- Provide senior-level guidance to Boards and Executive Directors navigating crisis, transition, or recovery.
- Support conflict navigation and mediation processes where appropriate.
- Ensure effective implementation of the updated Member Standards and Services Manual.
- Source and/or develop accessible tools and resources for use by Friendship Centres that are aligned with Friendship Centre values and a decolonial vision.
- Assist Friendship Centres in finding third party consultants and contractors.
- Keep track of common concerns in the Friendship Centres and collaborate with BCAAFC leadership to discuss and explore long-term, sustainable solutions.
- Travel within the province for Friendship Centre Site Visits, provide support as needed/requested, and build meaningful in-person connections with Friendship Centre leadership and staff.
- Stay up to date on relevant legislations to ensure compliance of our member centers, including the BC Societies Act, WCB, & Employment Standards.
- Maintain confidentiality while upholding relational accountability and trust.

### Team Management & Support

- Provide mentoring, guidance, supervision, and support to all Member Services Staff.
- Assist in navigating any challenges that arise, engage in collaborative problem solving, provide project management oversight, assist in creating workplans and budgets.
- Engage in high level planning, decision making, and financial management for all programs.
- Facilitate Member Services Team meetings, and regular one-on-one meetings with program staff.
- Attend Leadership Table meetings with other BCAAFC Directors as required. (mix of in-person and online meetings)
- Oversee timesheets, paid time off, overtime hours, sick leave, and wellness benefits for team.
- Coordinate site visits with team, ensure program staff have the opportunity to visit relevant Friendship Centres every year.



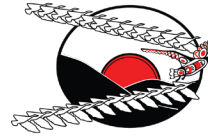
- Foster a team culture grounded in cultural safety, accountability, transparency, and staff wellness.
- Provide supervision to both direct and indirect reports, supporting the development of strong middle management leadership.

## Qualifications

- Experience working in a leadership capacity for a minimum of 7 years.
- Minimum: Undergraduate degree in Business Administration, Indigenous Studies, Public Administration, Leadership, or other comparable area of study.
- A combination of relevant experience, education, and training will be considered.
- 7 years experience working in a leadership position in the non-profit/public service field.
- Demonstrated experience managing budgets over \$10M.
- Knowledge of and ability to use MS Office tools – Word, Excel, SharePoint, Teams, etc.
- Valid BC Driver's Licence.
- Demonstrated ability to lead a team of diverse roles in shared goals and impact.
- Knowledge of the historic and current realities of Urban and off reserve Indigenous, Métis and Inuit people in B.C and Canada.
- Strong financial management skills
- Ability to effectively communicate both verbally and in writing.
- The ability to juggle multiple projects, strategically identify priorities, and manage time effectively.
- Ability to lead, problem solve and utilize team-building skills.
- Strong relationship building skills with colleagues, partners, and stakeholders.
- Ability to synthesize information and advocate for both the Friendship Centre Movement and for urban Indigenous people more broadly.
- Demonstrated experience supporting organizations through crisis, stabilization, or governance transition is considered a strong asset.
- Demonstrated commitment to Indigenous values of relational accountability, reciprocity, and community wellness.
- Experience working with Indigenous communities.

## Employment Conditions

- The place of work is 551 Chatham Street, Victoria BC; a hybrid model may be considered.
- BCAAFC is an accessible space that includes ground-floor workspaces, an elevator, and accessible workstations.



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BCAFC

- The selected individual must have a stable internet connection and telephone/cell phone to work from home. IT services and laptops will be supplied.
- The workweek is 35 hours; some overtime and travel are required for this position.
- Must be able to provide a clear, current criminal record check.
- A valid BC Driver's licence is required.

### **The compensation package includes...**

- Three weeks paid vacation (plus additional time off during office closure at the end of December).
- Employee health benefits plan
- \$110,000-\$140,000.00 starting salary based on experience.
- RRSP matching of up to 8% of annual salary to a max of \$8,000 per year.
- Monthly employee wellness fund.

### **How to apply**

- The email subject line must include: **Director of Strategic Member Initiatives.**
- The opening paragraph of the cover letter should explain why you wish to work for an Indigenous organization.
- Please note: **preference will be given to qualified Indigenous applicants. Ensure your cover letter self-identifies ancestry.**

Please email your resume and cover letter to:

Human Resources

[humanresources@bcaafc.com](mailto:humanresources@bcaafc.com)

**Application deadline:** open until filled

Only shortlisted candidates will be contacted.

**In accordance with section 41 of the BC Human Rights Code, preference will be given to qualified applicants of Indigenous ancestry.**

BC Association of Aboriginal Friendship Centres

551 Chatham St | Victoria, BC | V8T 1E1 | [www.bcaafc.com](http://www.bcaafc.com)

(Office) 250-388-5522 or 1-800-990-2432 | (Fax) 250-388-5502