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Yellowknife Women's Society

OPPORTUNITY - EXECUTIVE DIRECTOR, THE YELLOWKNIFE WOMEN'S SOCIETY

Established in 1990, the Yellowknife Women's Society (YWS) functions as an important, grassroots community-based charitable organization located in the capital city of the Northwest Territories. The goal of the YWS is to support and assist women, their families and other vulnerable individuals to develop their goals, achieve wellness and become empowered members of the community. The YWS acknowledges we are located in Chief Drygeese territory. From time immemorial, it has been the traditional land of the Yellowknives Dene First Nation. We respect the histories, languages, and cultures of all Indigenous Peoples including the North Slave Métis, and all First Nations, Métis, and Inuit whose presence continues to enrich our vibrant community.

A highly innovative and widely respected service provider with a team of approximately 60 employees, the YWS promotes wellness, economic independence, and equal opportunities through advocacy and the provision of safe housing, employment services, a managed alcohol program, and accessible child care.

You In The Role

- You have a strong drive for social justice and are passionate about reconciliation and the empowerment of First Nations, Métis and Inuit peoples living in the north.
- You leverage your relationship and management skills working closely with a variety of public, not-for-profit and private sector partners to facilitate trauma informed services and innovative initiatives that seek to empower equity seeking groups.
- You are an authentic communicator, with persuasive leadership skills, guiding the team towards a shared purpose and vision. You are a collaborative, empathetic leader, who takes initiative, is transparent, welcomes accountability, and fosters a positive environment.
- You have demonstrated experience in successfully navigating and leading teams through change.
- Your strong financial acumen, understanding of fiduciary responsibilities, and risk management skills, allow you to steward the organization's resources.
- You are responsible for regular monitoring, development and evaluation of management staff, programs, policies and procedures and making recommendations to the Board of Directors.
- You work diligently to create a motivating environment of inclusivity, celebrating diversity of both staff and the individuals served through the Yellowknife Women's Society.

Key Responsibilities

1- Strategic Plan

- Responsible to deliver and execute on the organization's Strategic Plan, including maintaining a detailed operational workplan, budgets and meeting timelines on specific deliverables as set out in the plan.

- In relation to the day-to-day operations of the organization, critically assess and evaluate the Strategic Plan on a regular basis and present to the Board of Directors any suggested changes to the strategy.

2- Communication

- Open, authentic, trustworthy and transparent communication are paramount in this role.
- Collaboration with internal and external stakeholders, particularly the Board of Directors, management staff, and funding partners.
- Apprising the Board of all significant and/or critically relevant communications with all stakeholders in a timely fashion.

3- Board Governance

- Support the chair in the development of Board meeting agendas, and ensure all relevant information (monthly ED reports, quarterly budget statements and etc.) is included and provided to the Board.
- Monitor and inform the Board of all aspects of organizational and operational risks.
- Actively support and participate in the recruitment of individuals to serve on the Board.
- Participate in evaluations of the Board's effectiveness, gaps, strengths and weaknesses, as a means to promote the recruitment process of new potential board members.
- Responsible to attend all Committee meetings of the Board. Responsible for coordinating professional development for the Board.

4- Resource Development

- Maintain key funding relationships, particularly with government and major donors.
- Support the Finance Director in ensuring the organization is maintaining appropriate accounting practices and that financial/capital investments are impeccably managed.
- Ensure appropriate oversight of all contractual and/or contribution obligations and apprise the Board of any potential challenges in meeting required deliverables.
- Recruit, orient, supervise and support management employees, to ensure they understand and adhere to organizational and program policies and procedures across relevant departments within the organization.
- Facilitate and promote the development of high-performance teams across the organization.
- Oversee fundraising and volunteer recruitment initiatives on behalf of the Board as required.

5- Health and Safety

- Develop, maintain and ensure adequate health and safety measures are in place and appropriate to respond to emergencies, medical needs and safety of staff and program participants.
- Develop and implement safety and security procedures within all aspects of program and service delivery to ensure staff and participants are not placed at unreasonable levels of risk.

Experience

- 3-5 years of leadership experience within a multifaceted not-for-profit organization.

- Broad knowledge of social, health and economic issues facing Northerners and in particular, First Nations, Métis and Inuit communities.
- Clinical program development and delivery, including professional experience in substance use facilities, shelters, housing programs, daycares, or equivalent is an asset.
- Knowledge of government funding and experience applying for funds and working with multiple funding partners.

Education

- Degree in social work, public health administration, community development, business or comparable sector experience.

Checks and Verifications

- Candidates will be asked to provide three (3) positive references before receiving a formal offer.
- The successful candidate will be required to provide a satisfactory RCMP Criminal and Vulnerable Sector Check dated within no more than three (3) months from date of hire.

BEFORE YOU APPLY

Compensation

The hiring range for this role is \$90,000-\$120,000. The Employer provides RRSP contributions (6%).

Workplace Environment

- Given the nature of programs and services, there is a large emotional component to this work. The incumbent seeks to consistently balance personal and organizational/professional demands.
- The incumbent works within a high-pressure environment and will have regular interactions with individuals who are under the influence of substances.
- The incumbent works with minimal supervision, in-person at one of the program sites while making efforts to ensure a presence wherever services are offered.

APPLY FOR THIS ROLE

Successful applicants are required to be fully vaccinated against COVID-19; exemption requests must be supported by valid, legal documents. Individuals interested in being considered for this opportunity are invited to apply to the Selection Committee by **June 17th, 2022**. Please send a cover letter and resume to boardchair@ykws.ca

YWS's Commitment - The Yellowknife Women's Society recognizes and values the rich diversity of northern society and specifically the women, children and families it serves from various communities. We are committed to working from an inclusive, holistic, and anti-oppression approach to assist individuals from various cultures, racialized groups, socio-economic backgrounds, sexual orientation and gender identities with their substance use and/or ongoing housing and childcare concerns.

Review of applications will commence immediately. The search will remain open until a successful candidate is selected. We thank all interested parties but only those selected for an interview will be contacted.