

JOB POSTING

Executive Director



Aboriginal Mother Centre Society

The Aboriginal Mother Centre Society is a non-profit organization that provides an environment where Aboriginal mothers and their children thrive in an equitable and supportive community that is rich in cultural and holistic values. "Under One Roof", AMCS provides housing for Aboriginal mothers and their children who are homeless, at risk of homelessness, or that have had, or are at risk of having their children apprehended. AMCS supports families in their goals to regain and retain their children and achieving self-sufficiency. AMCS is dedicated to supporting Aboriginal families by providing cultural, traditional services through a holistic grass roots approach.

Job Title Executive Director

Name of Employer Aboriginal Mother Centre Society

Qualifications

- Knowledge of urban Aboriginal community, culture, traditions, and history.
- Formal education from an accredited university or college in a social science or related discipline or a combination of related education and experience.
- Senior leadership experience in a non-profit and/or social service organization and history of community service / involvement.
- Understanding of funding opportunities and relationships in the non-profit sector.
- Demonstrated ability and experience in working with non-profit Boards.
- Positive attitude while shaping, directing and responding to challenges.
- Ability to set clear goals and motivate individuals and teams to achieve them in a manner conducive to efficient performance, high productivity and high morale.
- Team leader and team builder.
- Ability to present ideas effectively, verbally and in writing and be an astute listener.
- Proven analytical skills and ability to think and act innovatively.
- AMCS is committed to honouring and respecting diverse Aboriginal cultures, identities and knowledge of Aboriginal community protocols.
- Must have effective written and communication skills coupled with the ability to write proposal and give written report as required by funders and others.
- Applicants of Aboriginal Ancestry are preferred.

Key

Responsibilities

- **Leadership and Advocacy:** Under the direction and guidance of the Board of Directors, the Executive Director will influence the organizational strategy (including priorities, goals, and financial objectives), while taking a leadership role in advancing the interests of the society; build and maintain relationships with key external stakeholders; Keep the Board informed of any issues that may impact the society; Foster a positive work environment; pursue business development initiatives.
- **Fundraising:** In concert with the Board, enhance routine fundraising efforts.
- **Organizational Effectiveness:** Oversee daily operations and ensure the effective and quality delivery of services to meet client needs.
- **Financial, Risk and Asset Management:** Establish controls, policies, processes, and systems to ensure responsible and ethical management of human resources, finances and assets and compliance with legal and regulatory requirements.
- **Board Relations:** Provide appropriate information to the Board and it's Committees; Facilitate an open channel of engagement and communication between the Board and staff; Identify funding requirements; Working with the Financial Manager, review monthly financial statements for AMCS and provide a quarterly report to the President and Board.

This is a full time position (37.5 hours per week located in Vancouver).

Closing Date for this posting is March 27, 2018 at midnight.

Email resume and cover letter to: info@lnhs.ca (please self-identify if you are of Aboriginal Ancestry). Please state salary expectations.

For a complete job description please go to www.aboriginalmothercentre.ca

Thank you for your application; AMCS will only contact successful candidates that meet the requirements for an interview.