



Employment Opportunity

Position: **Executive Director**
Status: Full-time
Opening Date: April 2, 2025
Location: Thunder Bay, Ontario

Posting Reference #: NTC 202507
Closing Date: April 25, 2025
Area of Search: Thunder Bay District
Salary: Will commensurate with experience

Join Nokiiwin Tribal Council

Nokiiwin Tribal Council is a dynamic and growing non-profit organization that collaborates with five member First Nations to promote growth, unity, and prosperity. Grounded in respect, understanding, and the Seven Grandfather Teachings, we are dedicated to making a meaningful impact across governance, finance, access to justice, economic development, community planning, technical services, and education.

Why Join Us?

At Nokiiwin, we foster a supportive and inclusive workplace where every voice is valued. Our G'minoomaadozimin - "We Are Living Well" initiative emphasizes our commitment to health, safety, and respect, creating an empowering environment for all.

Your Role as Executive Director

Reporting to the Board of Directors, the Executive Director is responsible for implementing the strategic direction and objectives set by the Board while providing leadership to Nokiiwin's management and staff. The Executive Director will oversee all day-to-day operations, financial management, and governance while fostering relationships with key stakeholders.

Key Responsibilities

Strategic and Operational Leadership

- Provide visionary leadership to drive the mission, values, and strategic priorities of Nokiiwin.
- Lead the implementation of Nokiiwin's strategic plan and provide progress updates to the Board.
- Lead the development and execution of long-term strategic plans to advance the vision.
- Support the development of annual operational plans aligned with strategic objectives.
- Oversee operational planning, risk management, and performance monitoring.
- Develop succession plans to ensure long-term sustainability.
- Identify and implement opportunities for organizational growth and expansion.
- Promote a culture of collaboration, transparency, and accountability across the organization.

Board Relations

- Ensure effective governance practices and policy compliance while serving as the primary liaison between staff and the Board of Directors.
- Prepare and present reports to the Board of Directors, ensuring informed decision-making.
- Facilitate Board meetings, including agenda preparation and documentation.
- Serve as the primary liaison between the Board and staff, ensuring effective communication.
- Ensure the organization adheres to all relevant legal, regulatory, and ethical guidelines.

Financial Management & Sustainability

- Oversee and manage the organization's financial planning, budgeting, and fiscal responsibility.
- Develop and implement financial controls to ensure compliance with regulatory and funding requirements.
- Identify and pursue funding opportunities, including government grants and private sector partnerships, to ensure financial sustainability.
- Provide financial reports and recommendations to the Board of Directors to support informed decision-making.
- Ensure risk management strategies and fraud prevention measures are in place.

Operations and Administration

- Oversee the preparation of Nokiiwin's annual report.
- Implement effective program evaluation and impact measurement processes.
- Ensure compliance with employment and financial regulations.
- Establish and implement organizational policies, procedures, and operational guidelines.
- Promote a culture of innovation, efficiency, and excellence within the organization.

Stakeholder and Community Engagement

- Build and maintain strategic relationships with First Nations leadership, Indigenous organizations, and government agencies.
- Represent Nokiiwin at regional and national levels, advocating for policies and programs that support Indigenous communities.
- Develop communication strategies to enhance engagement with member First Nations and stakeholders.
- Act as a spokesperson for the organization, promoting Nokiiwin's vision and mission externally.
- Represent Nokiiwin at local, regional, and national levels on key Indigenous issues.

Team Leadership

- Lead the management team in operational planning, policy implementation, and organizational effectiveness.
- Ensure a strong performance management framework is in place to support employee development and accountability.
- Oversee recruitment, retention, and succession planning to sustain a high-performing team.
- Foster a positive workplace culture that promotes professional growth, inclusivity, and respect.
- Ensure compliance with all labor laws, employment policies, and organizational guidelines.

Program Development & Service Delivery

- Ensure high-quality program delivery aligned with the needs of member First Nations and communities.
- Oversee the development and execution of initiatives in governance, finance, justice, economic development, and community planning.
- Monitor program outcomes and evaluate effectiveness to ensure continuous improvement.

Qualifications & Experience

Knowledge, Skills, and Abilities

- In-depth knowledge of Indigenous governance structures, policies, and federal/provincial legislation impacting First Nations.
- Extensive experience in financial management, budgeting, and reporting for non-profits or First Nations organizations.
- Expertise in governmental accounting procedures, financial management, and risk mitigation.
- Proven leadership, strategic planning, and organizational development skills.
- Strong analytical, problem-solving, and decision-making abilities.
- Excellent communication and negotiation skills to work effectively with diverse stakeholders.
- Knowledge of sovereignty, customs, and traditions of First Nations communities.
- Demonstrated success in securing funding, grants, and financial partnerships.
- High level of integrity, discretion, and professional ethics.
- Familiarity with financial software and reporting tools.
- Proficiency in grant writing, proposal development, and fundraising.
- Advanced proficiency in financial software, Microsoft Office Suite, and data management systems.
- Ojibway language skills are an asset.
- Valid Ontario Driver's License and access to reliable transportation.
- Must be bondable.

Education & Experience Requirements

- Post-secondary education in Business Administration, Commerce, Public Administration, or related field preferred.
- Relevant designations (e.g., CEDO, AFOA, Conflict Management, CPA) are assets.

- Minimum 7-10 years of progressive leadership experience.
- Experience working with First Nation governments and an understanding of Nokiiwin's member First Nations.
- Demonstrated ability to lead high-performing teams and drive organizational success.
- A deep commitment to First Nations culture, traditions, and community aspirations.

Work Environment

- Primarily office-based with occasional travel for meetings, training, or events.
- Must be able to work occasional evenings or weekends to support Tribal Council activities.

At Nokiiwin Tribal Council, We Offer:

- **Health and Wellness:** Excellent health, vision care, and dental benefits for eligible full-time employees.
- **Financial Security:** A Defined Contribution Registered Pension Plan (RPP) with competitive company matching options for eligible full-time employees.
- **Environment:** An exciting, supportive, and fun work environment.
- **Professional Growth and Development Opportunities.**

Apply Today and Become Part of Our Dynamic Team!

Interested applicants are **required to apply online at www.indeed.com** by submitting a **single PDF document** that includes their cover letter, resume, and three (3) professional references.

Deadline: 4:00 p.m. Friday April 25, 2025

To: Human Resources, Nokiiwin Tribal Council
384 Fort William Road, Thunder Bay, ON, P7B 2Z3

Fax: (807) 474.4238

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nokiiwin is an equal opportunity employer and is committed to providing employment that reflects the diversity of our communities. We encourage applications from qualified First Nations individuals and others who share our vision of community development and prosperity.

Nokiiwin Tribal Council

Position Title: Executive Director

Hours of Work: Minimum 35 hours per week, Monday to Friday between 8:30 AM and 4:30 PM

Department: Administration

Reports To: Board of Directors

Position Overview: Reporting to the Nokiiwin Tribal Council (Nokiiwin) Board of Directors, the Executive Director is responsible to implement the strategic direction and objectives on behalf of the Board through leadership to Nokiiwin management and staff. The Executive Director oversees, manages and evaluates all day-to-day operations of Nokiiwin Tribal Council.

Responsibilities:

Strategic and Operational Planning

- Per direction from the Board Chair, lead the preparation for and participate in strategic planning to define Nokiiwin's mission, vision, priorities and objectives.
- Lead the implementation of the strategic plan and coordinate reports on its progress to the Board.
- In collaboration with the Operations Lead(s), support the development of annual operational plan(s) that aligns with Nokiiwin's strategic direction.
- Oversee the implementation of operational plans and ensure robust reporting and monitoring processes are in place.
- Lead succession planning to ensure the organization's long-term sustainability.
- Identify and manage organizational risks.

Board of Directors

- In coordination with the Board Chair, plan and prepare for Board meetings, including setting agendas and providing necessary information and documentation in preparation for meetings (with administrative support) to enable the Board to adequately prepare for meetings and subsequently make well informed decisions.
- Attend all Board meetings, except in camera meetings, and either directly or with administrative support, document and disseminate the minutes for each meeting.
- Provide regular reporting to the Board per the agreed-upon schedule (e.g. monthly and annual) outlining Nokiiwin's strategic and operational performance and progress.
- Coordinate presentation of financial information per the agreed-upon schedule (e.g. monthly or quarterly).
- Coordinate the preparation of defensible data to prepare and submit recommendations on Nokiiwin's facilities, services, programs and policies to the Board.
- Develop, present and monitor current and potential organizational risks/liabilities for awareness and problem solving.
- Serve as the primary liaison between the Board and the organization's staff, ensuring effective communication and timely updates on organizational activities and progress.

Financial Management

- Participate in the annual budgeting process and its annual approval per established procedures.
- Working closely with Senior Management and Finance Manager, ensure the general management of the organization's financial affairs.
- In collaboration with the management team, ensure a system is in place to routinely review and approve monthly financial statements and variance reports to the Board.
- Identify, assess, monitor and report on financial reporting risks and risks of fraud.
- Ensure the set up and monitoring of effective controls to mitigate and address risks.
- Ensure an appropriate asset and life cycle management plan is in place and its integration to Nokiiwin's financial plan.
- Provide input to the audit report development and ensure necessary action is taken to implement and operationalize recommendations.
- Ensure the setup of a robust procurement process to monitor purchasing, tendering, and other financial transactions as per approved delegation of authority.
- Perform any other duties of the Executive Director under Nokiiwin's Financial Administration law; and as specified by the Board that are not contrary to the Act or inconsistent with the Executive Director's duties.

General Operations and Administration

- Oversee the preparation of an annual report of Nokiiwin activities.
- Provide input to program managers on program reports as deemed helpful or recommended due to the nature of the report.
- Establish and oversee a robust monitoring and reporting progress for routine evaluation of programs and services per defined goals and potential benchmarks.

- Provide direction, support and approval of reports prepared by Committees or Managers for distribution to the Board or member First Nations.
- Per the reporting structure, ensure a strong process is in place to approve program workplans, reports and proposals, as appropriate.
- Meet regularly with Management to review program activities, progress, priorities, budgets, risks, issues and any other items of concern.
- Ensure legal compliance in all areas of operations including financial and employment legislation.
- Ensure the set up and implementation of regular policy review(s) with the Board and coordinate policy updates.
 - Remain aware of and inform the Board of any changes in legislation, regulations and program guidelines which affect operations.
 - Ensure a robust implementation system for policies and procedures is set up including routine and recurring communication and training for existing and new staff.
 - Establish and oversee a system is in place to routinely test procedures, as needed.

Relationship Building and Management

- Liaise with member and other First Nation and Indigenous organizations to build common understanding, partnerships, and ongoing networking relationships to enhance Nokiiwin's service delivery to its member First Nations.
- Liaise with Federal, Provincial, Regional and private financial agencies on administrative and financial interests of Nokiiwin and its member First Nations.
- Provide relevant information and communications to member First Nations leadership and/or First Nation representatives and the Board of Directors.
- Liaise with Boards, committees and staff to support Nokiiwin's goals and objectives.
- Attend information meetings, workshops, conferences and other professional development activities on relevant topics.
- Define non-competition in concert with Board of Directors.
- Develop and maintain relationships with Nokiiwin Membership Leadership.
- Oversee the regular review of the consultation and working relationship process with member First Nations in collaboration with the Board and approve of any changes.

Team Building and Management

- Ensure the set up and implementation of positive supervision by providing guidance, direction and establishing clear performance expectations.
- In coordination with the Senior Management team and Human Resources, and in alignment with Personnel Policies and Procedures:
 - Oversee and approve human resources plans and support their implementation.
 - Work with managers to identify staffing needs.
 - Remain informed of the administration of employment contracts and make contract decisions.
 - Ensure the set up and approval of a strong performance management system.
 - Ensure the set up and implementation of professional development opportunities aligned with Nokiiwin's mission and vision.
 - Ensure the set up and clear administration of a progressive discipline framework.

Perform other duties and responsibilities as necessary in the performance of the position and as assigned by the Board of Directors.

Knowledge, Skills and Abilities:

- Excellent knowledge of programs, regulations and procedures of Indigenous Services Canada. Excellent knowledge of federal and provincial legislation and policies that affect First Nation government, and a sound knowledge of contemporary public sector operating systems and procedures are required.
- Strong knowledge, training and experience in governmental accounting procedures.
- Must be innovative and decisive with high-level organizational, managerial, research and analytical skills.
- Proven ability to work with a high level of tact and discretion.
- Demonstrated excellence in project management including the ability to establish and effectively achieve measurable objectives within directed work plans.
- Outstanding interpersonal skills with proven competency to develop and maintain effective relationships with Nokiiwin’s members and other interested parties.
- Proven leadership and management skills.
- Deep understanding of sovereignty, customs, and traditions of First Nations communities.
- Excellent computer skills, and knowledge of various financial software and spreadsheet applications.
- Must have valid Ontario Driver’s License and access to reliable transportation.
- Must be bondable.
- Ability to speak Ojibway is an asset.

Experience and Education Requirements:

- Post-secondary education in Business Administration, Commerce or another similar accreditation is preferred.
- Relevant designations are considered an asset, for example, a professional Community Economic Development Officer (CEDO) designation, an Aboriginal Financial Officers Association (AFOA) designation, Conflict Management/Resolution, etc.
- Demonstrated successful progression through management and leadership roles representative of increased scopes of responsibility in people management, program and service expansion, proven results and visionary leadership.
- Must have experience working with First Nation Government, an exceptional understanding of the Nokiiwin Tribal Council First Nation communities and other levels of Government.
- A demonstrated appreciation and commitment to First Nation Culture, tradition and community aspirations are required.

Other Requirements:

- Follow all Nokiiwin Tribal Council Policies and Procedures.
- Display a commitment to and advocate for the values and culture of Member Nations.
- Ability to undergo an appropriate criminal records review and police record check successfully is required.

Employee’s Statement

I have been given the opportunity to read and comment on the content of this work description.

Name of Employee

Signature

Date

Supervisor’s Statement

This job description accurately describes the responsibilities assigned to this position.

Name of Supervisor

Signature

Date