

ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION (ONECA)

Seeking

FULL TIME EXECUTIVE DIRECTOR

The Executive Director is responsible for leading, managing and overseeing the operations, finances, programs, staff and volunteers. Drives the strategic planning, fundraising, proposal writing, marketing, stakeholder and member relationships to achieve the associations missions and goals.

The Executive Director reports to the Board of Directors.

GENERAL RESPONSIBILITIES

Board Governance: Works with board in order to fulfill the organization mission.

- Responsible for leading ONECA in a manner that supports and guides the organization's mission as defined by the Board of Directors AND the membership of the association.
- 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.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for proposal writing, fundraising and developing other revenues necessary to support ONECA's mission.
- Responsible for the fiscal integrity of ONECA to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition 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.
- Prepares materials for annual audit

Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for meeting the needs of ONECA members, by seeking funds to develop, sign and support projects that advance counselling
- Respond to the needs of ONECA members through project development and implementation
- Responsible for implementation of ONECA's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that ONECA can successfully fulfill its Mission into the future.
- Responsible for the enhancement of ONECA's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff
- Responsible for hiring, supporting and supervising all staff, consultants and contractors.
- Responsible effective administration of ONECA operations.
- Responsible for writing government reports, contracts, proposals, and annual report to the members and First Nation communities
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Actual Job Responsibilities

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
2. Responsible for the overall operation of the organization
3. Reports to our partner organizations
4. Securing operational funding through proposal writing
5. Seeking out opportunities for the advancement of ONECA
6. Supervise, collaborate with organization staff.
7. Strategic planning and implementation.
8. Planning and operation of annual budget.
9. Serve as ONECA's primary spokesperson to the organization's constituents, the media and the general public.
10. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance ONECA's Mission.
11. Engage in fundraising and developing other revenues.
12. Oversee marketing and other communications efforts.
13. Oversee organization Board and committee meetings.
14. Coordinate and organize board meetings, travel, accommodation
15. Coordinate annual conference
16. Coordinate and deliver professional development and training for ONECA members
17. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
18. Review and approve contracts for services.
19. Other duties as assigned by the Board of Directors.
20. Advisory board duties

Professional Qualifications

- A bachelor's degree -Business Administration or Equivalent
- Experience working with the Ministry of Education
- Transparent and high integrity leadership.
- Five or more years senior nonprofit management experience.
- Experience and skill in working with a Board of Directors.
- Experience working with First Nations
- Understand the needs of First Nation Education Counsellors
- Able to work independently
- Able to prepare and facilitate workshops

- Experience in organizing conferences High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Experience and proven track record of securing government funding both provincial and federal
- Active fundraising experience
- Previous success in establishing relationships with First Nations, Government agencies and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.
- Proficient in using simply accounting, Microsoft suite, power point, Neon Train

Deadline for applications: Until filled.

Submit your application and 3 reference letters to:

ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION
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