Chief Executive Officer

NCCT
NATIVE CANADIAN CENTRE OF TORONTO
The Native Canadian Centre of Toronto (NCCT) is a membership-based charitable organization located in the heart of downtown Toronto.

Since 1962 the Native Canadian Centre of Toronto (NCCT) has been a key meeting place for all people, of all nations, from across Canada and all over the world. As Toronto’s oldest Indigenous community organization and one of the original Friendship Centres in Canada, the NCCT provides social, recreational, cultural and spiritual services for the Indigenous community and visitors alike.

**Mission**
To empower the Indigenous community in Toronto by providing programs that support their spiritual, emotional, physical and mental well-being.

**Mandate**
To nurture an inclusive environment where all people respect Indigenous knowledge.

**Vision**
The Native Canadian Centre of Toronto is dedicated to working with all of our relations toward a better future.

**Values**
Wisdom, Love, Respect, Bravery, Honesty, Humility and Truth.
The Opportunity

Over the recent years of growth within the organization, the NCCT has accordingly changed the title of their Executive Director to Chief Executive Officer (CEO). Reporting to the Board of Directors (BOD), the CEO is responsible for overseeing the delivery of the strategic plan, including operational, financial, administrative and human resource activities with a $6 million revenue and in accordance with the policies established by the BOD. A relationship builder and an innovator, the CEO will lead a team of 70 individuals and bring a strong foundation of policy and strategic development, governance, communication, leadership and change management, working in partnership with the BOD to ensure the success of the NCCT.

At its forefront, the newly expanded scope of the CEO’s role will focus on re-energizing the wisdom, knowledge and experience of the seniors and Elders to preserve the history, traditions, and culture to be entrusted with the community. The CEO will provide leadership to the NCCT by acting as liaison with government, public and private partnerships, ensuring services are reflective of the community’s needs, and advancing strategic initiatives that benefit Canada’s urban Indigenous population.

Board Governance: *Works with the BOD to fulfill the NCCTs mission, vision, mandate and values.*
- Leads the process of developing and implementing strategic plans with the BOD.
- Provides detailed reports to the BOD on the NCCT’s progress against the strategic plan.
- Communicates effectively and openly with the BOD and providing, in a timely and accurate manner, all information necessary for the BOD to make informed decisions.
- Participates in monthly Board meetings and annual planning.
- Proactively seeks approval for new program opportunities with the BOD.
- Supports the BOD in the orientation of new director volunteers.
- Is the communication liaison between the BOD and staff to maintain open, regular and clear communication.

Financial Accountability: *Develops resources and reporting structures sufficient to ensure the financial health of the NCCT.*
- Responsible for the fiscal integrity of the NCCT by submitting to the BOD a comprehensive annual budget that accurately reflects operational needs.
- Administers NCCT funds against the BOD-approved budget and monitors monthly cash flow.
- Provides the BOD monthly financial reports.
- Collaborates with the Finance and Audit Committee to ensure NCCT investments are made in accordance with BOD established policies and procedures.
- Leads the annual audit process with external auditors.
- Responsible for oversight of fundraising plans and developing other revenue resources such as grants, major donors etc., to support the ongoing financial health of the NCCT.
- Responsible for the fiscal integrity of the NCCT by submitting to the BOD a comprehensive annual budget that accurately reflects operational needs, and by ensuring ongoing financial planning for NCCT.
The Opportunity (con’t)

Operations: Oversees leadership in all areas of operations by implementing appropriate resources to ensure that the operations are aligned according to the approved annual budget and strategic plan.
- Develop and oversee oversight of all departmental activities associated with the operations plan including project and program activities to implement the NCCT’s strategic plan.
- Provide oversight of all departmental activities from the operational plan.
- Ensure that all programs and services offered by the NCCT contribute to the organization’s mission based on the strategic and operational plan and adheres to all policies and procedures.
- Participate in the monthly NCCT BOD meetings and other internal meetings required to manage the operations of the NCCT.
- Conduct an annual review of the by-laws and make recommendations to the BOD to update policies and procedures necessary to better serve the community.
- Be the signatory for all agreements, payments, and other instruments made and entered into and on behalf of the NCCT.
- Identify, evaluate and manage all operational risks that may impact the overall operations of the NCCT and community.
- Develops risk mitigation plans for the BOD as required.

Human Resources Planning and Management: Responsible for hiring and retention of competent, qualified staff.
- Establish a positive, healthy, respectful and safe work environment in accordance with all applicable legislation and regulations.
- Determine staffing requirements to support the operational success of the NCCT.
- Ensure that all staff receive orientation training to the NCCT and that appropriate skills training is provided.
- Coach and mentor staff in a supportive environment with the aim to promote performance.
- Lead the successful completion of annual staff performance reviews and providing feedback.
The Candidate

As the new CEO of the NCCT, you will be a highly motivated and innovative thinker who is passionate about bettering the lives of the Indigenous community. With the proven ability to successfully operate and grow an Indigenous not-for-profit organization, you will bring excellent relationship-building skills to engage a diverse range of potential funding partners, to lead advancement initiatives, and to establish the necessary network for the NCCTs future success. You will see the Indigenous population as strong, resilient, gifted leaders of tomorrow and serve as an advocate for these members of society.

As the CEO, you will lead and motivate staff towards a shared vision for the organization. Acting as a catalyst in creating future opportunities, you are a driven leader with the energy to undertake the continued growth of the NCCT. To responsibly run this high-functioning organization, you will be well versed in the areas of human resources, finance, and executive administration.

An accomplished leader, you possess energy, vision and enthusiasm and connect easily with people whether they are staff, funders, community members or clients. You will thrive in the role as the public face and lead advocate for the NCCT, ensuring that the profile of the organization and its important work is supported and advanced.

Qualifications and Experience

- Undergraduate degree in business, community development etc. Masters in Business Administration or equivalent preferred.
- Minimum 7 years of proven experience in progressive leadership roles with oversight of the large-scale project and program management in social services and non-profit environments required.
- Strong people leadership with the ability to motivate, support and develop team members.
- Knowledge and cultural sensitivity of Indigenous cultures, values, history and traditions are required.
- Knowledge of one or more Indigenous languages an asset.
- Strong knowledge of Toronto’s urban Indigenous community; their needs, and external community resources is required.
- Knowledge of ceremonial protocols.
- Expertise with project management processes and best practices.
- Excellent leadership, team building and interpersonal skills.
- Exceptional communication, negotiation and presentation skills.
- Superior skills in conflict resolution.
- Comprehensive financial and analytical background.
- Ability to maintain confidentiality in sensitive situations.
- Strong working knowledge of computer applications including the Microsoft Office suite.
- Effective interpersonal communication skills with the ability to build and maintain relationships at all levels of the organization as well as with external funders and partners.
To Apply

The NCCT is committed to diversity and values the contribution of its employees from diverse backgrounds and experiences. We welcome applications from Indigenous persons, visible minority group members, women and persons with disabilities, members of sexual minority groups and others who contribute to a greater diversity of perspectives. All applications will be considered; however, Indigenous candidates will be given preference.

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To apply, please submit a PDF’d Cover Letter and Resume directly to Leaders International outlining your interest, qualifications and experience.

Leaders International specializes in the recruitment of Board of Directors, leadership succession and executive level positions. Our global network, Penrhyn International, is a world leader in the executive recruitment industry, with more than 47 offices in over 25 countries on 5 continents.