



**ABORIGINAL HEALTH
& WELLNESS CENTRE**

OF WINNIPEG

OPPORTUNITY PROFILE
Executive Director



The Aboriginal Health & Wellness Centre of Winnipeg

Established in 1994, AHCW is a non-profit organization and Manitoba's only Urban-Indigenous Community Health Agency. AHCW is an agent of change and a leader in the holistic way it approaches the health and well-being of the Community Member who uses its services, as well as the staff who run these. The mission, vision, and values describe a deep commitment to blending and balancing traditional and contemporary ways of knowing and learning.

Our Vision

All Indigenous people in Winnipeg have equitable access to culturally and community-based resources and supports that they (as individuals, families, and communities) need to attain and maintain health, wellness, and wellbeing.

Our Mission

To provide Indigenous people in Winnipeg with quality healthcare, social support services and other supports that:

- Incorporate a holistic understanding of and approach to health and wellness.
- Bring together the best of conventional and Indigenous medical practice, knowledge, and resources.
- Empower and equip our community members to take greater control of their health, wellness, and well-being.

Our Values

The Aboriginal Health and Wellness Centre of Winnipeg Inc. approaches its work from an Indigenous worldview, which understands that an individual member's wellness reflects our community's wellness



and our wellbeing, as individuals and as a community, is connected to all people and all things, based on the medicine wheel teachings.

We believe that Indigenous peoples have the right to place-based services, as well as an inherent right to our own health and wellness practices, as stated in the [United Nations Declaration on the Rights of Indigenous Peoples](#). We believe that all people have inherent value and worth that should be honoured.

To learn more, visit ahwc.ca

The Role: Executive Director

Reporting to the Board of Directors, the Executive Director will lead all areas of the organization in accordance with the Centre's philosophy and strategic objectives, including oversight of all administrative and operational activities. The Executive Director supports the Board of Directors and ensures they are well-informed to provide effective oversight and good governance.

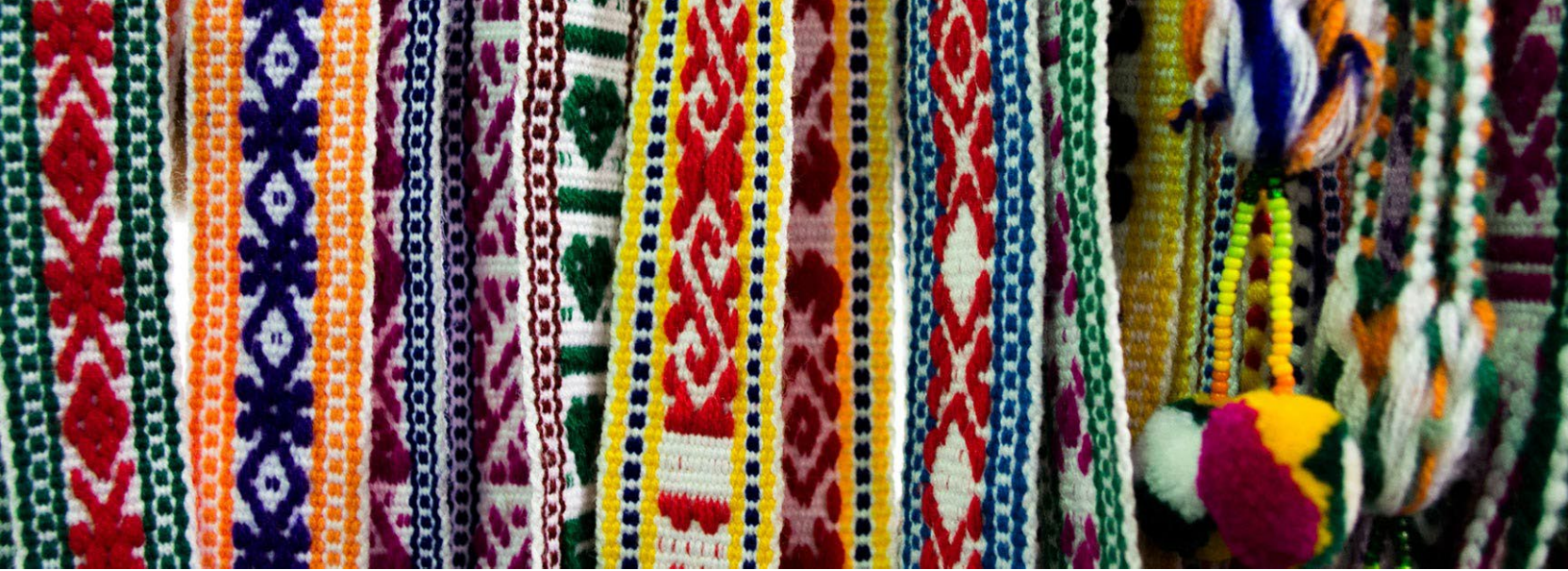
Providing direction to the leadership team and the organization as a whole, the Executive Director supports and ensures that senior leaders are engaged in leading their teams to deliver holistic, culturally grounded, and responsive programs and services that support the health and wellness of the community. With a vision to promote belief in healing and empowerment through the traditional teachings of the Medicine Wheel, the Executive Director oversees program and operational planning, service delivery, financial management, human resources, stakeholder relations, and community development.

Serving as the Centre's primary contact with all stakeholders, funders, partners, and the broader community, the Executive Director promotes and ensures that all policies and processes support strong oversight, accurate program evaluation, and timely reporting in accordance with the mission, vision, and strategic objectives of the organization.

Reporting Relationships

The current management structure and direct reports to the Executive Director are:

- Senior Director of Clinical Operations
- Director of Programs
- Director of Housing and Housing Supports
- Director of Human Resources
- Finance Officer
- Executive Assistant to the Executive Director



Key Roles & Responsibilities

Board Relations and Strategic Development

- Serves as the primary advisor to the Board of Directors regarding policy development and governance practices.
- Ensures that the Board is well-informed with access to necessary resources and information to support their oversight and governance of the Centre.
- Provides accurate and timely reports on operations, finances, and program outcomes, facilitating transparency and accountability within the organization.
- Attends meetings of the Board of Directors and its committees, actively participating in discussions while ensuring that policies approved by the Board are effectively implemented and adhered to.
- Works with the Board on strategic direction and assists with strategic planning and decision-making by offering insights, recommendations, data, and best practices to guide efforts that align with the organization's vision, mission and values.
- Fosters open communication between the Board and management, promoting a strong partnership that supports the organization's objectives and enhances overall efficiency.

Program & Service Delivery

- Implements the operational plan and the strategic direction approved by the Board and develops performance metrics, evaluation and frameworks, and reporting tools.
- Manages the development, implementation, and evaluation of health and wellness programs.
- Ensures that programs are culturally informed and aligned with traditional teachings, community priorities, and best practices.
- Provides leadership in program innovation, design, and ongoing improvement.
- Ensures that evaluation and data collection inform planning and service delivery.



Financial Management

- Ensures funding is secured and sources additional options through grants, partnerships, and community support.
- Oversees the development and management of all grant applications.
- Ensures timely and accurate financial reporting to funders, the Board and all required stakeholders and regulators.
- Oversees the development and monitors the annual operating and capital budgets, and monitors the overall financial performance, compliance and reporting for the Centre.
- Ensures appropriate insurance and security measures are in place to protect the Centre from liability and theft, and ensures all payroll and government deductions and contributions are kept current and remitted.

Organizational Development

- Leads by example and directs the organization, ensuring traditional values, community needs, and Board priorities are integrated.
- Identifies organizational needs and recommends developmental strategies to the Board.
- Leads and implements operational planning, goal setting, and evaluation based on the strategic plan, ensuring compliance with all regulatory requirements.
- Oversees and ensures the effective management of the Centre's operations, systems, policies, processes and internal systems are in place.

Human Resources Management

- In alignment with the Centre's vision, ensure a collaborative environment while leading and mentoring all staff and maintaining a strong, constituent-centred organizational culture.
- Provides guidance and direction to senior managers responsible for day-to-day HR operations.
- Oversees labour relations for unionized staff, ensuring compliance with labour laws, and fostering a constructive relationship with the union to achieve organizational goals.
- Works with Human Resources in bargaining and negotiating the Collective Agreement.
- Supports and collaborates with HR, management, and legal counsel to address employee relations matters and maintain a constructive workplace environment, while keeping the Board appropriately informed.
- Ensures the Centre is using best practices to attract, select, develop and retain qualified and dedicated staff.
- Oversees and manages performance while promoting training and development plans for all staff that encourage a learning culture while establishing an ongoing succession plan for key management roles, including the Executive Director role.



- Oversees and ensures relevant policies, procedures, guidelines, job descriptions, and benefits are in place and followed.
- Provides regular and consistent feedback, as well as ensuring an annual performance review is completed for all employees.

Community Development/Inter-Agency Liaison

- Represents the Centre and establishes and maintains strong relationships and partnerships with the community and all stakeholders, including Indigenous and non-Indigenous organizations, agencies, and all levels of government.
- Develops and maintains strong collaborative relationships while working closely with a variety of funders.
- Develops and implements a communication strategy that supports the Centre's strategic objectives and activities with internal and external stakeholders and partners.
- Collaborates with Elders, Knowledge Keepers, Traditional Healers, Cultural Advisors, and Matriarchs to guide the development and delivery of established programs and services.
- Advocates for health resources, social services and improved outcomes for Indigenous communities.
- Provides leadership for the Centre when appropriate, acting as the primary contact for stakeholders and public relations, outreach, and media engagement.

Cultural Competency

- Ensures traditional teachings and community healing needs are central to planning and operations throughout the organization and are in line with the vision, mission and values of the Centre.
- Promotes cultural safety, health and safety standards, inclusivity, and responsiveness in all aspects of the organization.
- Advocates for policies and resources that address health inequities.
- Promotes a positive and respectful image of the organization and the communities it serves.
- Promotes and recognizes the diversity of the First Nations, Métis and Inuit community, ensuring AHCW services meet these diverse needs.



The Person

Education and Experience

The ideal candidate holds a post-secondary education in a health or social-related discipline and brings two or more years of experience in a health or social services administration leadership role, or an equivalent combination of education and experience. They have demonstrated experience overseeing the development, implementation and evaluation of culturally grounded policies, programs and services, along with a strong understanding of Indigenous health and social issues and the community context in Winnipeg. Experience working collaboratively with Boards—supporting strategic planning, development, reporting and governance—forms an important foundation for success in the role.

The candidate's background includes operational leadership across financial, administrative and program functions, ensuring the delivery of culturally safe and appropriate services. A track record of effective community relations, Indigenous engagement, and working with funders across the public and private sectors further strengthens their profile.

Knowledge, Skills and Attributes

Strategic Leadership: Demonstrates the ability to inspire, motivate and guide staff while fostering a culture of inclusion, collaboration and teamwork. Brings a forward-thinking approach to advancing organizational goals.

Board Relations: Understands how to work constructively with a Board of Directors, contributing to strategic planning, development and transparent reporting, while supporting strong governance practices.

Operational Management: Capable of overseeing all aspects of organizational operations, including financial, administrative and program functions, to ensure effective management and culturally grounded service delivery.

Culturally Grounded Programming: Experienced in developing, implementing and evaluating policies, programs and services rooted in Indigenous culture and responsive to community needs.

Indigenous Values and Practices: Possesses strong knowledge of traditional Indigenous values, healing practices and cultural protocols, and demonstrates a commitment to upholding the Centre's vision, mission and values.

Community and Funder Relations: Skilled in building and maintaining relationships across the Indigenous community, government, and the public and private sectors. Experienced in public relations and reporting to funders.

Communication and Interpersonal Skills: Brings exceptional verbal, written and interpersonal communication skills, including strong presentation, negotiation, networking and conflict-resolution abilities.



Knowledge of Community Context: Understands the history, strengths and current realities of the Indigenous community in Winnipeg, and applies this knowledge to guide decision-making and service delivery.

Express Your Enthusiasm

Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.

To apply, please email your cover letter and resume (in PDF or Word document format, preferably as a single document) to John Dugdale at apply@leadersinternational.com, indicating the job title in the subject line.

Leaders International Executive Search

www.leadersinternational.com