



Sarnia-Lambton Native Friendship Centre Job Description

Position Title:	Executive Director
Status:	Full-Time (35 hours per week)
Compensation:	\$80,000-\$100,000 (Annually)
Closing Date:	November 21st 2025.

DESCRIPTION

The Executive Director is responsible for providing the leadership and direction required for the successful management of Sarnia-Lambton Native Friendship Centre (SLNFC), consistent with the strategic direction outlined by the Board of Directors. The Executive Director must establish themselves and the Sarnia-Lambton Native Friendship Centre as a visible and active presence in the community.

RESPONSIBILITIES

LEADERSHIP AND RELATIONSHIPS

- Serve as the direct supervisor to all staff or ensure that a staff supervision process is established subject to SLNFC Personal Policy and Procedure and attends or participates in Board of Directors meetings.
- Provide professional oversight to all management to ensure the achievement of all goals.
- Lead the organization's employees successfully through goal-setting, delegation, and effective communication.
- Partner with the Board of Directors to construct a strategic plan that guides the organization in providing services to the community.
- Advise and inform the Board of Directors on the priorities of the organization, including both ongoing and emerging issues of importance that need to be addressed.

OPERATIONS AND FACILITIES MANAGEMENT

- Manage the organization's day-to-day operations.
- Supervise and participate in the development, execution, and assessment of Sarnia-Lambton Native Friendship Centre's services, ensuring they reflect the mission/vision set by the Board of Directors.
- Organize and draft the agenda develops supporting reports for all Board of Directors meetings.
- Lead the development, establishment and maintenance of Sarnia-Lambton Native Friendship Centre's policies, procedures, and job descriptions, including obtaining approvals from the Board of Directors when required.
- Review policies and procedures annually and drafts recommended improvements to the Board of Directors as required.

- Ensure that confidentiality is always maintained for all employees, students, and volunteers.
- Ensures regular organizational and evaluation reviews occur and that appropriate program, operations and facility shifts occur as required.

MISSION OUTREACH AND COMMUNITY RELATIONS

- Act as the organization's spokesperson – promote Sarnia-Lambton Native Friendship Centre's mission/vision and increase community awareness of Sarnia-Lambton Native Friendship Centre's its services; including public events, agency meetings and invite the media when required.
- Identify and participate in events that will effectively establish community relations and enhance the organization's visibility, promoting the overall mission/vision and services of Sarnia-Lambton Native Friendship Centre's.
- Establish working relationships with a broad range of community groups, all levels of government, and other organizations, both Indigenous and other to work toward common objectives.
- Represent Sarnia-Lambton Native Friendship Centre's on appropriate committees, networks, and joint projects.
- Monitor community needs to identify when changes in programs are required to effectively serve the community.
- Acts as a representative of the Sarnia-Lambton Native Friendship Centre's as required or delegated in various community.

HUMAN RESOURCE MANAGEMENT

- Determine and meet staffing requirements to effectively implement and manage the organization's programs.
- Create a supportive and safe working climate for all employees and volunteers that is in accordance with laws and regulations.
- Ensure proper recruitment, hiring, and training of all new hires to develop a strong staff team that will contribute to the organization's mission/vision and objectives.
- Oversee a performance management system that monitors staff performance and includes annual performance reviews for all employees.
- Work with Board of Directors to set salaries and other compensation benefits.

FINANCIAL ADMINISTRATION

- Directly oversee all financial activities related to the annual and day-to-day operation of Sarnia-Lambton Native Friendship Centre's.
- Lead preparation of a comprehensive annual budget for approval by the Board of Directors.
- Partner with the Board of Directors to secure sufficient funding for the operation of Sarnia-Lambton Native Friendship Centre's through proper research and preparation of funding plans and proposals.

- Monitor all financial records and ensure that proper regulations and procedures are adhered to.
- Keep the Board of Directors informed through regular reports outlining the organization's revenues, expenses, and cash flows.
- Manage and monitor the organization's funds and cash flow according to the approved budget.

POSITION REQUIREMENTS

FORMAL EDUCATION AND CERTIFICATION

- Bachelor's Degree from an accredited college or university in a related field such as law, social work, human resources, finance, marketing management or leadership, or equivalent experience.

KNOWLEDGE AND EXPERIENCE

- Strong awareness of Indigenous culture.
- Must possess an in-depth knowledge of urban Indigenous community needs, solutions, trends, and gaps.
- Must have a minimum of 3-5 years' experience in managing a non-profit community resource-based agency, preferably within an Indigenous organization.
- Must have a minimum of 2-4 years' experience in staff management.
- Experience in initiating, strategically planning, implementing, and evaluating programs and services.
- Strong financial understanding of operational budgets and forecasts.
- Strong record-keeping and documentation abilities.

PERSONAL ATTRIBUTES

- Ability to manage multiple projects/tasks at once: set priorities, develop a personal schedule, record goals, and track progress.
- Excellent oral and written communication skills: speak, listen, and write clearly. Able to understand questions and convey appropriate information in response.
- Good reading comprehension skills: read and comprehend information in work-related procedural documents.
- Strong interpersonal skills, including an ability and motivation to work and interact with a variety of people, and experience and success in motivating and managing volunteers and staff.
- Problem solver. Able to assess issues and identify their causes, generate solutions, and make recommendations/decisions when appropriate.
- Team player. Able and willing to work with a group of peers.
- Leader. Positively influence others to meet and exceed goals that are in the best interests of the organization and the community.
- Flexible. Work irregular hours and some weekends when required.

HOW TO APPLY

Please submit your resume and cover letter describing the qualifications above to our Vice-President of our Board of Directors at:

Email: suziisaac@slnfc.org

**PLEASE NOTE THAT ONLY THOSE APPLICANTS CHOSEN FOR AN INTERVIEW
WILL BE CONTACTED**

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