



Wahbung Abinoonjiiag Inc. | Children of Tomorrow

Address: 225 Dufferin Avenue | Winnipeg, MB | R2W 5N7

Phone: (204) 925-4610 | Fax: (204) 582-9508 | Email: info@wahbung.org

Website: www.wahbung.org | Social Media: @wahbung225

Employment Opportunity: Executive Director

Wahbung Abinoonjiiag Inc. is a non-profit organization that offers programming and services to empower children, youth, and families to end the cycle of violence through holistic healing and Indigenous teachings and activities.

Background:

Under the general direction of the Board of Directors, the Executive Director is responsible for organizational leadership and oversight: board relations, financial management, human resource management, capital projects, program development, funder relations, external and public relations, strategic planning, and crisis intervention. The Executive Director will work independently and within a team setting, provide day-to-day supervision and mentorship of the Management Team, and maintain the organization's integrity, philosophy, and values.

Key Roles and Responsibilities:

LEADERSHIP

- Responsible for the overall management and oversight of the management team, ensuring the fulfilment of all program/project objectives are met;
- Maintain and strengthen Wahbung Abinoonjiiag's position as a leading Indigenous organization;
- Oversee the development of progressive, culturally appropriate programs and services;
- Ensure programs and services are consistent with the vision, mission, and values of the organization;
- Responsible for the day-to-day operations of Wahbung Abinoonjiiag, Inc.;
- Ensure all funding, agreement, and reporting obligations are adequately met regularly;
- Oversee the planning, development, implementation, and evaluation of the organization's new and existing programs including the oversight of a capital build;
- Manage organizational growth and stability, and provide leadership of culturally-safe housing supply and community outreach programming;
- Strategic leadership of progressive and inclusive ongoing assessment of community and organizational infrastructure needs; and,
- Oversight of property management of transitional housing units ensuring tenant supports and ensuring safety, protocols, and procedures are adequately met;

BOARD RELATIONS

- Reports to the Board of Directors regularly, ensuring all matters of importance to Wahbung Abinoonjiiag are communicated on a regular basis;
- Supports Board meetings and prepare required materials, including monthly reports;
- Attend all Board of Director and Committee Meetings;
- Oversees the Annual General Meeting and other meetings as requested by the Board of Directors;
- Ensures the organizational minute book, bylaws, incorporating documents, and governing policies are accurate and maintained;
- Responsible for all committee reports, monthly executive reports and oversees the creation of board packages to be distributed to the board of directors monthly;
- Manage and oversee sub-committees to support the board of directors; and,



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FINANCIAL MANAGEMENT

- Prepare and implement an annual operational plan that meets the needs of program participants, the community, staff, Board of Directors, and the organization as a whole;
- Work in collaboration with the Board of Directors and key management staff to secure funding for the organization;
- Maintain and strengthen relationships with current and future funders;
- Oversee the preparation of quarterly financial reports and other financial reporting as required by the Board of Directors and funders;
- Administer the organization's funds in accordance with the board-approved budgets while ensuring accounting practices are followed;
- Preparation and submission of funding proposals and subsequent reporting requirements; building and maintaining effective working relationships with funding partners and donors, and ensures all aspects of funding agreements are met; and,
- Initiate fundraising opportunities.

HUMAN RESOURCE MANAGEMENT

- Develop and implement fair and equitable human resource policies and practices;
- Oversee all personnel, including performance evaluations;
- Determine staffing requirements for organizational management and program delivery;
- Oversight for all aspects of team management and development, including support, capacity building, mentorship, supervision, team building, human resources, and evaluation of an interconnected staff and volunteer team;
- Responsible for the hiring, retention, and capacity building of an interconnected staff and volunteer team; and,
- Make certain that the organization's obligations are followed and met in accordance with Manitoba's Employment Standards.

EXTERNAL AND PUBLIC RELATIONS

- Ensure that Wahbung Abinoonjiiag is represented on committees, working groups, and other community circles and actively promote the interests and values of Wahbung Abinoonjiiag;
- Represent the best interest of Wahbung Abinoonjiiag and act professionally in all relationships with program participants, community members, partner and community organizations, funders, media, and the public, generally;
- Responsible for organization's communications and public speaking at events and committees; and,
- Work collaboratively with community coalitions to develop and implement programming and initiatives for families impacted by family violence.

CRISIS INTERVENTION

- Respond decisively to all crises that arise at Wahbung Abinoonjiiag and in the community, generally;
- Provide crisis intervention, safety planning, support to access resources, and advocacy for participants on an individualized basis in person, or remotely through phone or online; and,
- Work collaboratively with sister organizations to access resources and provide advocacy for participants.



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QUALIFICATIONS:

- Acceptable combination of education and work experience related to the position, degree, or certification considered an asset;
- 2+ years of experience working in an Executive Director role or 5+ Years of experience working in a senior management role at an Inner-City community-based and/or Indigenous community in a not-for-profit setting;
- Innovative and creative to respond effectively to evolving community and organizational needs;
- Experience with project management, program planning/development, operational management, and financial administration;
- Demonstrated experience in Human Resources and Financial Management;
- Knowledge of capital development management considered an asset;
- Knowledge and ability to coordinate meetings, deliver presentations and collaborate with key stakeholders;
- Demonstrated ability to successfully develop, manage and evaluate multifaceted programming, initiatives, and special events;
- Proven fundraising capacity with the ability to effectively respond to and balance the needs of funding partners, organizational requirements, and community direction;
- Strong interpersonal skills and demonstrated experience working with a board of directors and sub-committees;
- Ability to thrive in fast-paced, dynamic environments and passionate about working with a management team and program staff to support the organization and strengthen its service delivery and capacity;
- Experience working with children, youth, and families who have experienced or witnessed domestic violence;
- Ability to establish and maintain positive interpersonal relationships and effectively liaise between community, volunteers, staff, and leadership teams;
- Proven knowledge and proficiency in critical thinking, decision-making, problem-solving, and conflict resolution skills;
- Build bridges and initiate partnerships development between multiple internal and external stakeholders;
- Knowledge and understanding of Indigenous culture and traditions and the impact of colonization on the health and well-being of Indigenous children and families;
- Proven ability to work within a team environment with respect, professionalism, cooperation, sensitivity, and cultural awareness;
- Strong verbal and written communication skills;
- Excellent organizational, leadership, and time management skills; and,
- Valid driver's license and the ability to travel is a requirement; and,
- A current criminal record and child abuse registry check is a requirement.

Salary:

Contingent on experience/qualifications.

Hours of Work:

Full-Time Position, 37.5 hours per week; must be available days, evenings, and occasional weekends.

Deadline to Apply: Wednesday October 25, 2023 @ 4:30 pm



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Please send your resume and cover letter (clearly identifying which position title you are applying for) to:
Wahbung Abinoonjiiag Inc.

Attention: Selection Committee
Mail: 225 Dufferin Avenue
Winnipeg, MB R2W 5N7
Email: executivedirector@wahbung.org
Fax: (204) 582-9508

Preference will be given to individuals that self-identify as Indigenous. The successful candidate will be subject to provide a current criminal record and child abuse registry check. Wahbung Abinoonjiiag Inc. would like to thank all applicants for their interest; only those selected for an interview will be contacted.