



**PATHWAYS**  
**EXECUTIVE SEARCH**



**Executive Officer**



**NCCT**  
NATIVE CANADIAN CENTRE OF TORONTO





# The Organization

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

The Executive Director (ED) of the Native Canadian Centre of Toronto Centre (NCCT) will report to the Board of Directors and be responsible for leading and managing the overall operations of the organization. This includes overseeing the development of multi-year and annual operational plans aligned with NCCT's long-range Strategic Plan and policies set by the Board. The ED will ensure that the Strategic Plan, mission, and purpose of the NCCT are executed in a financially and operationally sound manner. Additionally, this role will lead the implementation of the Strategic Plan and provide mentorship and supervision to managers for the day-to-day operational functions of the Centre.

The ED will maintain active and ongoing relationship-building with the community we serve. They will have a vision of ensuring Indigenous cultures are embedded throughout all aspects of NCCT programming and activities.

The ED is responsible for administering the NCCT's affairs, including the implementation of decisions and policies, community relationship building, programs and services, fundraising, Board development, financial management, staff development, management and monitoring of program budgets and overall program finances; supervision of staff to ensure that HR Policies are adhered to; overview of and/or preparation of proposals, establishment and maintenance of positive relationships with funding agencies, federal, provincial, municipal, and local Indigenous organizations; and active participation in all Board of Directors meetings.

The ED is authorized to carry out the Strategic Plan as it aligns with the annual budget as approved by the Board of Directors and to prioritize and adjust the plan accordingly to ensure specific communication of additional details to the Board, with the priority of maintaining continued development towards the approved plan.

## Strategic and Financial Planning & Leadership

- Develop and implement current and long-term operational goals, objectives, plans, and policies in collaboration with the Board of Directors and Management staff to ensure alignment with the NCCT's mandate. Actively engage with the local Indigenous community to proactively identify and address their evolving needs while remaining vigilant about potential gaps in NCCT services and programs.
- Identify and pursue potential sources of funding that align with the NCCT's mandate and Strategic Plan; work collaboratively with partner organizations to enhance services within the Urban Indigenous community.
- Oversee the preparation of program budgets and cash flows, ensuring the maintenance of accurate financial records and reports. Provide full transparency to the Board of Directors through monthly reports and to NCCT members via a comprehensive Audit Report.
- Engage and solicit guidance from the Board of Directors by encouraging input and involvement with current and ongoing projects, events, and potential new opportunities.
- Supervise the NCCT's Finance Department in their preparation of the draft comprehensive annual budget, which will be submitted to the Board of Directors for approval.
- Ensure sufficient annual funding is available for the NCCT's planned operations by collaborating closely with the Board of Directors on the operational plan and providing regular updates on its implementation progress.
- Supervise research efforts to identify potential funding sources, the development of fundraising plans, and ensure the timely writing and submission of funding proposals.
- Administer NCCT funds based on the Board of Directors approved budget and monitor the monthly cash flow.
- Provide the Board of Directors with quarterly comprehensive and accurate financial and program reports.
- Ensure that programs/project budgets are expended and tracked as detailed in funding proposals and according to negotiated contracts.
- Review and ensure timely submission of external funding reports to funding agencies, and ensure that Program Managers provide regular budget, indicator variations, and narrative reports that meet the expectations of both the funders and the NCCT.
- Supervise financial reporting and collaborate closely with the Finance Department to ensure accurate allocation of funds in accordance with contractual agreements.



## Operational and Program Management

- Develop an operational plan of project and program activities to implement the NCCT's Strategic Plan.
- Oversee operations and provide leadership and guidance for the development and implementation of new initiatives and programs, ensuring all activities meet and comply with relevant legislative requirements, regulations, and NCCT policies and guidelines.
- Assign and oversee the departmentalization of activities from the operational plan.
- Ensure all programs and services offered by the NCCT contribute to the organization's mission based on the strategic and operational plan and adhere to all policies and procedures.
- Carry out the directives of the Board of Directors as required/assigned.
- Attend the monthly NCCT Board of Directors meetings, committee meetings, and other internal meetings required to manage the operations, or where appropriate, assign a delegate.
- Regularly attend member program activities to monitor quality and ensure client satisfaction.
- Ensure that a financially self-sustaining operation is put in place and identify opportunities for expansion and improvement of NCCT growth for programs and services.
- Implement, manage, and maintain Board of Directors approved policies and prepare procedures to implement organizational policies. Policies should be reviewed on an annual basis and required changes recommended to the Board of Directors as appropriate.
- Develop a comprehensive process for evaluating programs and ensure that those evaluations are carried out in a timely and professional manner.
- Monitor weekly and monthly plans with Program Managers to accomplish program roles and to align with both contract requirements and the Strategic Plan.
- Prepare and submit a monthly Executive Director's report to the Board of Directors.



## Risk Management

- Identify and evaluate the risks facing the NCCT that could impact staff, external visitors, property, finances, goodwill, and image, and implement measures to control and reduce risks.
- Ensure that the Board of Directors and the NCCT carry appropriate and adequate insurance coverage.
- Ensure that the Board of Directors and staff understand the terms, conditions, and limitations of the insurance coverage.
- Consult with external legal counsel on NCCT-related matters on an as-needed basis.

## Communication

- Responsible for maintaining communication and full transparency with the Board of Directors, NCCT staff, and the community.
- Provide guidance to the Board of Directors by utilizing community feedback, engagement, and research to assist with the development of a comprehensive Strategic Plan.
- Build and maintain effective relationships with funding agencies and community organizations. Establish, uphold, and maintain an effective communication system throughout the NCCT organization, ensuring effective interaction at all levels of staff, community members, funders, and partners.
- Initiate new partnerships within the community and with surrounding Indigenous agencies; strive to ensure the NCCT's positive reputation and encourage increased participation.
- Work with community partners to explore the potential for collaborative programs and services.
- Represent the NCCT at relevant community partner and inter-agency meetings, conferences, community gatherings, and other events.
- Promote community engagement and support by actively recruiting and encouraging the NCCT's members, staff, and directors to volunteer and collaborate in community events.

## Human Resources Planning and Management

- Establish a positive, healthy, respectful, and safe work environment in accordance with all applicable legislation and regulations.
- Directly oversee/manage work activities of all staff through reporting and status update meetings.
- In partnership with the managers, recruit, interview, and select staff who have the right skills and competencies to contribute to achieving the NCCT's mission and Strategic Plan.
- Ensure all new staff participate in an employee orientation session to give them an overview of the NCCT and any other required training.
- In tandem with Human Resources, manage the performance management process, which includes monitoring staff performance regularly through status update meetings, conducting an annual performance review meeting, and documentation.
- Make available regular coaching and mentoring to develop employees' skills and identify needs for any training and on-the-job development.
- Ensure consistent adherence to all human resources policies by all staff and address any issues with employees in accordance with policies.
- Provide clear directions to support employees and ensure that all employees have input into the development of programs and services where possible.
- Employ qualified staff to ensure effective, culturally appropriate development and delivery of programs.
- Ensure that all staff hiring, evaluation, corrective action, performance, and termination processes within the NCCT are carried out in accordance with policy, alerting the Board of Directors if legal counsel is recommended.
- Authorize overtime, time off, or leaves of absence of management staff.
- Establish or alter work processes and schedules as required.
- Ensure resources are in place to assist employees with professional development to foster a positive and "growth-based" mindset.
- Maintain and search for opportunities for staff to attain a higher level of knowledge and understanding of Indigenous culture, history, lifestyles, programs, and services.



## The Candidate

As the ED 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, lead advancement initiatives, and establish the necessary network for the NCCT's 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 ED, 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 connects 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. with a master's in business administration or equivalent preferred.
- Experience developing and overseeing operational contracts, agreements, and MOUs.
- Experience in risk management and service delivery contingency planning.
- Strong people leadership with the ability to motivate, support, and develop team members.
- Knowledge of Indigenous cultures, values, history, and traditions is required.
- Knowledge of one or more Indigenous languages is an asset.
- Strong knowledge of Toronto's urban Indigenous community, their needs, and external community resources is required.
- Exceptional communication, negotiation, and presentation skills.
- Superior skills in conflict resolution.

Recognizing the need for Indigenous leadership, this position is open only to qualified individuals who identify as an Indigenous person from Canada (i.e., First Nations, Inuit, Métis, or are registered to a US tribe whose homelands straddle the colonial Canada/US border). The posting is based on the special program provisions of the Ontario Human Rights Code.

The position offers a competitive compensation package with a salary of \$155,000.



## Attributes and Competencies

- Nurture relationships with all stakeholders and support the program team in establishing and maintaining culturally sensitive programs; thus, exceptional communication and organizational skills are important.
- Have the courage, enthusiasm, and personal drive to both understand and successfully navigate a dynamic and diverse environment by enhancing relationships with all entities of the organization.
- Operate with fiscal responsibility, demonstrating strong budgeting, business planning, and resource management of resources available.
- Understand ethical behaviour and business practices to ensure that all behaviour of staff and contracted services is consistent with the standards, so it aligns with the values of the organization.
- Develop new and unique ways to improve the operations of the organization and to create new opportunities.
- Have personal attributes including clarity (personally and professionally); personal vision and self-knowledge; comfort with change and ambiguity; engagement with the world; inquisitiveness and creativity.
- Exercise Organizational Management, understood as an ability to articulate the organization's mission; to generate excitement in the Board and staff; to create a sense of importance and commitment among Board members, staff, and volunteers; to possess good instincts about the extent of risk that is desirable for an organization.
- Actively Engage Community, including knowledge of constituent needs, an instinct about how to serve them and an ability to work with them; knowledge of the community as a whole and the ability to create relationships; and a willingness to engage in work that at once reflects and promotes change within the community.
- Keep the friendship centre culturally vibrant by ensuring regular cultural programming is provided to our community.
- Portray effective time management and prioritization abilities. Plan, organize, and monitor performance according to priorities.
- Have the ability to oversee the organization's operations to ensure efficiency and the quality of service to all.
- Establish and maintain positive working relationships with both internal and external to achieve the goals of the organization.

# The Location: Toronto, Ontario

The name Toronto is derived from the Mohawk word “tkaronto,” which means “where there are trees standing in the water.” It is the traditional territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee, and the Wendat peoples. It is now home to many diverse First Nations, Inuit, and Métis peoples, along with other Indigenous groups that represent this valued community.

Toronto has a population of 2.8 million people, making it the largest city in Canada, the fourth-largest city in North America, and one of the top 25 cities globally for its quality of living. Toronto also welcomes 40 million tourists a year. It supports a lively art and culture scene that includes museums, galleries, performing art organizations, and many festivals (including the Indigenous Art Festival). Toronto is recognized as one of the most diverse and multicultural cities in the world.

Toronto is home to multiple post-secondary institutions – Humber College, George Brown College, the University of Toronto (the largest university in Canada), Ryerson University, York University, and OCAD University.

Its world-renowned arts and culture scene is highlighted by The Royal Ontario Museum, an iconic building boasting the Michael Lee-Chin Crystal inspired by its extensive gem and mineral collection; the design was quickly dubbed the ‘crystal’ because of its crystalline shape. The Royal Ontario Museum has a unique 100-year history of conducting ground-breaking research in all areas of art, culture, and nature.

Just offshore from the city centre are the Toronto Islands known as “Menecing,” meaning “On the Island” in the Ojibwe language. The Islands are home to parklands and the Billy Bishop Toronto City Airport. The Islands community is considered the largest urban car-free community in North America.





## To Apply

For more details or to further explore this important leadership opportunity, please contact:

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To apply, please submit a Cover Letter and Resume directly to Pathways Executive Search outlining your interest, qualifications, and experience.

**Pathways Executive Search** is a national recruitment firm offering Indigenous-focused professional services. With a mission to make recruitment and career journeys less challenging and more equitable, Pathways is guided by Indigenous values and principles of Indigenous inclusion, which underscore the capacity to build an inclusive process for all racialized and equity-deserving professionals.