



# EXECUTIVE DIRECTOR

BASED IN TORONTO, ONTARIO



Our client, **Aboriginal Legal Services** is seeking an **Executive Director** to lead the organization towards continued growth while embodying their mission, vision, and values.

Reporting to the Board of Directors, the **Executive Director** is responsible for overseeing all operations of the organization. You will manage the program directors and managers in all departments including finance, legal advocacy, legal clinic, community council, Giiwedini Anang, and Gladue. You will be instrumental in sustaining the development and growth of the organization; maintaining a high quality of service; and ensuring it remains a leader in the delivery of justice services across Ontario and the country.

The Executive Director provides strategic advice to the organization and ensures accountability from staff and Board, acting as an ethical role model throughout while ensuring equitable treatment for Indigenous people within the justice system.

#### **Responsibilities:**

- Coordinate and facilitate the Board of Directors meetings; participating in discussions and providing reports for the Board's review.
- Oversee the budget and financials with the accountant and Board on a monthly basis; ensuring a strong financial position
- Conduct strategic planning initiatives taking on the writing of the plan, ensuring Board and senior management participation
- Establish long-term funding goals for the organization; developing strategies to obtain essential funds including necessary fundraisers or sponsorships from stakeholders.
- Develop and implement innovative marketing strategies and other public relations tactics for organizational growth; researching and identifying new initiatives that align with the organization's vision and react to changing market trends continuously building awareness.
- Improve and maintain necessary technology; ensuring full optimization and operations of the websites, developing new ideas.
- Build strong government relations through meetings with senior government officials and Ministers.
- Network across Canada with similar legal services organizations and Indigenous communities to share information, spread awareness of the organization, etc.
- Ensure sufficient staff and volunteers relative to the current needs

For more, visit: <http://bit.ly/ALS-ED>

#### **SKILLS & QUALIFICATIONS**

- 8-10 years' experience in a similar management role
- Intimate knowledge of HR procedures and implementation processes
- Bachelor degree in Business, Finance, Law or a combination of experience & post-secondary education
- Must possess strong leadership, mentorship, and coaching skills
- Demonstrate a passion for serving the evolving needs of clients in our community
- Able to effectively motivate and manage a diverse team in a fast-paced environment
- Comprehension of non-profit organizations including differing frameworks & financial management
- Experience establishing and implementing innovative funding strategies and ability to build strong relationships with these partners
- Strong communication, interpersonal and analytical skills
- Possess honesty, integrity, empathy, and will honour diversity as well as be accountable for actions
- Ability to treat the business as your own; entrepreneurial mindset
- A meticulous go-getter, not afraid to step in, use common sense decision making
- Experience working with a volunteer Board
- In depth knowledge of Indigenous ceremonies, ancestors, and spiritual ways of life with a deep understanding on systemic barriers faced by this community

If you would like more information about this position or Aboriginal Legal Services, please visit <http://bit.ly/ALS-ED>.

If you believe you can make a strong contribution to this organization as **Executive Director**, please submit your resume to **Lisa Cefali, Partner, Executive Search & Strategic Development** - [Lisa.Cefali@legacybowes.com](mailto:Lisa.Cefali@legacybowes.com) quoting #183279.

