# Niagara Chapter -Native Women Inc.

1088 Garrison Road Fort Erie, Ontario L2A 1N9
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**Job Posting: Executive Director – Niagara Chapter – Native Women, Inc.**
**Location: 1088 Garrison Rd., Fort Erie, ON L2A 1N9, Canada**
**Job Type**: Full-Time **Salary**: Negotiable **Application Deadline**: Open until Filled

**About Niagara Chapter-Native Women, Inc.:**

Niagara Chapter-Native Women, Inc. (NCNW) is dedicated to promoting equity, inclusion, and social justice for Indigenous women and their communities. Through advocacy, education, and empowerment initiatives, we strive to create lasting impact. We encourage Native Women to become active participants in their communities while remembering and honouring our unique cultural and spiritual beliefs. Our organization is here to offer a friendly connecting place and to support Native/Indigenous women and their families through access to culturally relevant services and programs. Our organization is built on the dedication of our members and volunteers, and we are seeking an Executive Director to help lead the organization, strengthen partnerships, and drive growth in a positive way

**Position Summary:**

The Executive Director serves as the chief strategist, spokesperson, and leader of NCNW. This role demands a dynamic individual with expertise in nonprofit management, fundraising, and community engagement. The ideal candidate will be passionate about social justice, skilled in organizational leadership, and committed to advancing NCNW's mission.

**Key Responsibilities:**

- Leadership & Governance
- Develop and promote a transparent and collaborative organizational structure.
- Attend Board and Finance Committee meetings, providing monthly written reports.
- Establish employment and administrative policies and procedures for all functions and daily operations.
- Ensure all activities, programs, and communications align with NCNW's values and mission
- Represent NCNW as its primary spokesperson at events, conferences, and public engagements.
- To be knowledgeable on legal matter (ie: properties, assets, employees of NCNW Board corporation matters, and other legal matters that may arise
- Guide organizational strategy, oversee daily operations, and work closely with the Board of Directors

**Community Engagement & Partnerships:**

- Build strong relationships with local, provincial, and institutional affiliations that support the organization's mission.
- Establish and maintain strategic partnerships with funders, government agencies, charities, and
- corporate supporters.
- Initiate and cultivate relationships with individual donors, foundations, and community organizations.

- Drive outreach efforts to enhance visibility, public engagement, and organizational reputation.

- **Fundraising & Financial Management:**
  Develop and execute revenue strategies, secure grants, and manage fundraising initiatives.
- Leverage the Board's support to expand funding opportunities.
- Form new partnerships to enhance financial sustainability.
- Secure grants and funding to support the growth of programs and staff.

- **Staffing & Team Development:**
  Guide and support staff in all HR-related matters including hiring, dismissals, compensation, and
- benefits.
- Oversee staff performance, professional development, and workplace culture.
- Develop job descriptions and employment policies as required.
- Maintain and control up-to-date records on all persons employed by the association.
- Secure funding to expand staffing for program development and organizational growth.
- Supervise internal teams and delegating responsibilities effectively to staff.
- Ensure confidentiality and discretion in all organizational matters.
- Maintain effective decision-making structures that empower all constituents.
- Hire, mentor, and lead a high-performing team while fostering a collaborative workplace culture.

- **Communications & Advocacy:**
  Represent NCNW publicly, oversee marketing and communications efforts, while ensuring strong public and community visibility.
- Supervise and upgrade communications and data systems as needed.
- Ensure all external communications reflect NCNW's commitment to equity, inclusion, and social justice for Indigenous women and their communities.
- Make public presentations as required, representing NCNW's vision and mission positively.
- Sponsor and co-sponsor special events to promote NCNW's mission.

- **Qualifications & Skills:**
  Proven experience in nonprofit leadership, executive management, or community engagement.
- Expertise in fundraising, grant writing, and financial sustainability.
- Strong communication and public speaking skills.
- Ability to build and maintain strategic relationships with key stakeholders.
- Demonstrated commitment to strengthening Native/Indigenous women, their families, and communities.

**Why Join Us?**

Lead a transformative organization driving meaningful social change.
Work alongside a passionate, mission-driven team.
Make a lasting impact through advocacy, education, and outreach.

**How to Apply:**

Interested candidates should submit a resume, cover letter, and references to **Hiring @ncnw.ca** with the subject line "Executive Director Application - NCNW."