



**Siksika Family Services Corporation
Siksika Resource Centre
Executive Director – Social Development P/FT
Posting Closes – December 15, 2021**



OVERVIEW:

Reporting directly to the Chief Executive Officer, the Executive Director is responsible for the successful leadership, overall management, and operations of an integrated delivery system that is accessible to all Siksika Nation members. Programming includes: Siksika Employment and Training; Support for Independence; Siksika Career Employment and Income Services; Shelter and Daycare Services.

RESPONSIBILITIES:

- Leading and facilitating operational and strategic teams in the planning, delivery and evaluation of high-quality programs and services within the community.
- Overall accountability for the development, recommendation, and control of the Program's financial plans and budgets (annual and multiyear) in accordance with the strategic plan direction, and on the goals and objectives set by the Board.
- Access and secure additional funding as available.
- In participation with the CEO and Board, participate in on-going community planning that includes strategic community planning, improving operations and program delivery.
- Report to other government departments and agencies as required regarding all program funded areas.
- Develop and maintain working relationships with the community, other levels of government and other stakeholders.
- As needed, research, recommend, develop, implement, enforce, review and revise program policies.
- Interpret and apply applicable legislation, regulations and agreements.
- Perform other duties as required, such as: dispute resolution, crisis management and advocacy.
- Demonstrate an understanding of non-profit organizations, Aboriginal organizations & communities and board functions.
- Strong strategic and financial planning and analysis experience.
- Strong leadership and conflict resolution skills
- Excellent time management and problem-solving skills

QUALIFICATIONS/EXPERIENCE:

- Master's Degree in social sciences or human services.
- Bachelor's Degree will be considered, with appropriate experience.
- Minimum 8 years experience in a senior executive role with a focus on community programming or social services in child, family, and adult programs.
- Must possess experience in dealing with Federal and Provincial governments and negotiating funding via proposal writing. Strong negotiating skills and knowledge of Federal and Provincial initiatives in relation to Aboriginal organizations is required.
- Effective verbal and written communication skills.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 pm of the posting closing date. **Please quote position and competition number 064-2021 on Cover letter.**

IMPORTANT: All applicants must include the following:

1. *Degree/Diploma/Certificates and/or related supporting documents.*
2. *Clear Criminal Record and Child Intervention Check*
3. *Copy of Driver's Licence*

PLEASE NOTE: Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated and provide proof to SFS Human Resources. Reasonable accommodation will be made if the successful candidate cannot be vaccinated due to grounds protected by human rights

SFS thanks all applicants, but only those selected for an interview will be contacted.