



Executive Director Position Profile

ABOUT CIRCLE OF LIFE THUNDERBIRD HOUSE



Circle of Life Thunderbird House, “Whaka Pimadiziiwii Pinaysiiwigamic Inc.” arose from a vision of Winnipeg’s urban indigenous leaders to create a gathering place to accommodate spiritual, cultural and social needs. A recognized architectural icon in Winnipeg, Thunderbird House was designed by Indigenous architect Doug Cardinal. The design reflects many Indigenous symbols and traditions, including the roof designed as an Eagle, offering its wings as protection; a circle building design with doorways in the four directions; natural skylights, an opening roof and ceramic tile star in the center of the floor that opens to enable traditional fires.

Thunderbird House was seen as a place where *“All people in Winnipeg will be able to gather with a circle of Elders, Knowledge Keepers, and others to share traditional Indigenous Knowledge and teachings while taking part in ceremonies that can help strengthen the bodies, emotions, minds, and spirits to support the indigenous identity of our people, families, and communities.”* (original vision)

Thunderbird House is available for rental and is used for ceremonies, meetings, funerals and other community gatherings. A sweat lodge is available for use by community organizations or individuals and is currently operated by volunteers.

Thunderbird House is currently going through a period of renewal and is seeking an Executive Director to lead this process. Key priorities for the organization are to maximize use and revenue of the facility, develop sustaining funding relationships, perform upgrades to the site and facilities and develop a business plan to guide future operations.

EXECUTIVE DIRECTOR

Reporting to the Board of Directors, the Executive Director will be responsible for planning, coordinating, leading and directing the operations of Thunderbird House, both internally and externally, to optimize the organization's revenue, impact and sustainability. The executive director is also responsible for facilitating the enactment of the mission and vision of the Thunderbird house in a way that pairs traditional indigenous knowledge and healing processes with westernized approaches and processes.

Key Accountabilities

Strategic Planning and Operations

- Maintains an organization structure and communications network through which resources are coordinated and allocated to meet the philosophy and mission of the organization
- Develops, recommends, and implements a plan of operations consistent with the overall strategic plan approved by the Board
- Develops and maintains written systems, policies and procedures relative to management, finance, client service, maintenance operations and equipment
- Organizes and directs record keeping and reporting of operational activity in a way that keeps information easily accessible
- Ensures relevance of services through the development, implementation and management of processes to identify and review client needs and available resources
- Effectively establishes and deploys resources to achieve the organizations goals
- Ensures compliance with all laws, regulations, obligations, agreements and policies of the Board

Stakeholder Relations

- Develops and maintains good working relationships and collaboration with Indigenous community resources and networks to achieve mutual goals
- Participate as membership on committees that may be relevant to the CLTB mission and vision
- Maintains liaison with government funding organizations, foundations, local media, service clubs, groups and corporations involved in servicing and supporting urban Indigenous people in Winnipeg
- Represents CLTB at external meetings and events
- Other duties as assigned by the Board of Directors

Finance

- Responsible for fiscal management that includes operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
- Develops policies, procedures and processes for budgeting, financial recording, expenditure control, and financial reporting
- Seeks out, applies and negotiates opportunities with various funders and foundations and government (federal, provincial, municipal) grants and funding
- Prepare, write and present proposals and grants
- Responsible for the preparation of the appropriate reports per grant criteria

Board of Directors Support / Partnership

- Consults with and assists the CLTB Board of Directors in establishing strategic plans and goals relative to the organization

- Establishes a positive, accountable and collaborative working relationship with the Board characterized by open communication
- Works with the Board to develop mutually acceptable processes for direction setting, decision making and issues management
 - Provides regular information to the Board in a concise and helpful way, including relevant and pressing issues, events, accomplishments, and other relevant information
- Supports the Board in linking with relevant organizations and in undertaking advocacy work as needed
- Maintains confidentiality in all matters and adhere to privacy laws and regulations
- Demonstrates and maintains ethical and professional behavior in a respectful workplace
- Keeps informed on Indigenous issues and events occurring across Canada, attends workshops, conferences, and training sessions when possible

Experience and Competencies

- Minimum of 5 years leadership and operational management experience, preferably in an Indigenous non-profit organization
- Must have knowledge, awareness and understanding of Indigenous culture, particularly in urban landscape
- Working knowledge of Indigenous issues including but not limited to, MMIWG, poverty, resources available to community, urban Indigenous issues, truth and reconciliation, day schools, residential schools, elder abuse, women abuse, incarceration rate of Indigenous population, drugs, alcohol, addictions, treaties, treaty land entitlements
- Knowledge of the social service and community support organizations in service delivery area
- Ability to work collaboratively in a changing environment focused on achieving the highest standards of client services
- Effective communication skills (written and orally) and networking skills and community connections
- Strong interpersonal communication skills with initiative, judgement and ability to give and take direction
- Demonstrate sound decision making and time management skills
- Ability to work collaboratively and cooperatively with other agencies and key stakeholders to achieve common goals
- Ability to speak or understand Indigenous languages such as Cree, Ojibway, Oji-Cree, Dene, Dakota would be an asset
- Current child abuse registry check (vulnerable sector)
- Current adult abuse registry check (vulnerable sector)

If you are a strong leader with a desire to make a difference in the Indigenous community, we invite you to learn more about this exciting opportunity. Please forward your resume to applicants@mnp.ca or call Kamalita Ketler at 204.336.6107.