

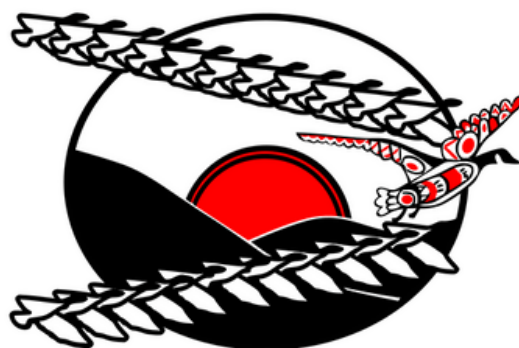


PATHWAYS
EXECUTIVE SEARCH



Executive Director

BC Association of Aboriginal Friendship Centres





The Organization

The BC Association of Aboriginal Friendship Centres (BCAAFC) is the umbrella association for the 25 Friendship Centres throughout the Province of British Columbia. The Friendship Centre Movement began in the 1950s. The movement represents a national network, united by the vision of a vibrant society that supports Indigenous peoples and a brighter future in Canada.

Friendship Centres are community hubs. They offer culturally safe programs and services and provide a welcoming space for all members of the community to share knowledge and connect with others.

Vision

The BCAAFC is an innovative organization working collaboratively with its member centres and partners to support urban Indigenous people as they realize their vision of health, wellness, and prosperity.

Mission

Our mission is to strengthen the Friendship Centre Movement in BC through advocacy and the delivery of programs and services that foster growth, prosperity, and well-being for our member centres and urban Indigenous communities.

Values

- Transparency and Openness
- Reciprocal Accountability
- Upholding Diverse Indigenous Tradition and Cultures
- Collaboration
- Decolonizing Approaches

The Organization **continued**

The BCAAFC works to:

- Promote the betterment of Friendship Centres in the Province of British Columbia.
- Maintain communication between Friendship Centres, other provincial associations, and the National Association of Friendship Centres.
- Act as a unifying body for Friendship Centres.
- Advise the government, as requested by the collective centres.
- Support the development of programs to improve the quality of life for Indigenous people living in BC.

Click [here](#) to learn more about the BCAAFC.

The Opportunity – Executive Director

Key Responsibilities

- Ability to work cooperatively with a Board of Directors from a policy-governance lens and provide updates accordingly
- Participate with the Board of Directors in developing the ongoing vision and strategic plan for the organization;
- Identify, assess, inform, and advise the Board of Directors on issues that affect the organization and its growth;
- Act as a spokesperson for the organization;
- Conduct official correspondence on behalf of the Board and, when appropriate, in collaboration with the board;
- Represent the organization at local, provincial, and national events to elevate the profile of both the organization and BC Friendship Centres;
- Maintain open communication with stakeholders to keep them informed about the organization's work and to identify evolving needs within the communities served by the Friendship Centres;
- Foster strong relationships and collaborative partnerships across sectors, including community groups, funders, politicians, and other organizations, to advance the goals of the organization and BC Friendship Centres.

The Opportunity continued

Governance and Strategic Planning

- Collaborate with the Board of Directors to develop a clear vision and strategic plan to guide the organization.
- Recognize and operate within the BCAAFC Board's policy governance framework.
- Develop and present well-informed policy recommendations for the Board's consideration.
- Serve as a liaison across all levels of the organization, ensuring effective communication between the Board of Directors and staff.
- Regularly engage with the BCAAFC Board of Directors, providing updates on policy matters related to finance, human resources, and regional developments, while also presenting proposals and plans for Board review, discussion, and approval.

Human Resources Planning and Management

- Ensure compliance with all Association policies and applicable legislation related to health and safety, labour laws, and human rights codes.
- Oversee adherence to established policies and processes, including but not limited to recruitment and selection, training, performance management, progressive discipline, and termination.

Financial Planning and Management

- Collaborate with senior staff and the Finance Committee to develop a comprehensive budget.
- Authorize expenditures within the limits set by the Board of Directors.
- Ensure adherence to sound bookkeeping and accounting practices.
- Manage the organization's funds in accordance with the approved budget and monitor monthly cash flow.
- Provide the Finance Committee with regular, detailed reports on revenues and expenditures.
- Ensure compliance with all legislative requirements related to financial remittances.
- Oversee all fund development initiatives to support organizational sustainability.
- Ensure grant applications are prepared to secure additional funding sources.
- Participate in fundraising activities as appropriate.



The Candidate

- **Business Orientation:** Develops and implements programs and services that maximize value for members while ensuring fiscal responsibility and accountability. Upholds BCAAFC's financial goals by making strategic decisions, allocating resources effectively, and driving new initiatives that enhance service delivery.
- **Leadership:** Inspires and motivates individuals while fostering a diverse and skilled team. Leads with decisiveness and confidence, encouraging open communication and proactive conflict resolution. Engages stakeholders in strategic planning and cultivates an inclusive, respectful workplace culture that fosters enthusiasm and commitment to BCAAFC's mission.
- **Forward Thinking:** Anticipates and prepares for changes that may impact BCAAFC and its members. Monitors social, economic, and marketplace trends to proactively identify needs and develop strategies. Balances strategic vision with tactical execution to drive both short-term and long-term success.
- **Planning and Organizing:** Develops clear and effective action plans to achieve both short- and long-term organizational goals. Prioritizes tasks efficiently, managing time and resources to focus on high-impact projects. Allocates capital and expenses strategically, ensuring alignment with organizational priorities. Maintains flexibility by thinking creatively and adapting plans as needed while ensuring strategies remain realistic and aligned with BCAAFC's strategic outcomes.
- **Cultural Agility:** Demonstrates the ability to work respectfully, knowledgeably, and effectively with Indigenous communities. Recognizes and adapts to cultural uniqueness to create a safe and inclusive environment. Embraces unfamiliar experiences with curiosity and appreciation, transforming uncertainty into learning opportunities.

The Candidate continued

- **Communication:** Communicates in a thorough, clear, and timely manner and supports information sharing and goal achievement across the BCAAFC. Listens attentively to comprehend both the factual content of a message and the feeling being expressed. Fosters trust through open dialogue. Uses good group facilitation techniques to ensure that others correctly understand and interpret the message. Write succinctly and clearly. Get ideas across in writing effectively.
- **Conceptual Thinking:** Thinks critically and communicates complex, abstract concepts in a clear and understandable way. Seamlessly shifts between strategic and tactical thinking, adapting to the needs of the moment. Challenges existing mental models to drive innovation and reshape organizational thinking. Envisions practices not yet in place and articulates a clear vision for the future of BCAAFC. Develops and implements action plans to achieve strategic objectives.
- **Conflict Resolution:** Facilitates timely and effective conflict resolution by probing to understand the underlying issues and concerns. Demonstrates empathy by listening attentively to individuals' needs and concerns. Assesses conflict situations thoughtfully, using sound judgment to recommend appropriate solutions. Engages in negotiation to reach mutually agreeable terms when possible. Takes prompt action to address conflicts and ensures follow-up to maintain resolution and prevent recurrence.
- **Relationship Building and Collaboration:** Fosters positive relationships both internally and externally to achieve organizational goals. Energizes and motivates others by bringing people together to lead and succeed. Proactively builds strong connections with members and external partners. Listens attentively and communicates effectively to create an open, transparent communication environment across Friendship Centres. Influences others positively, navigates conflicts with skill, and uses humor when appropriate to ease tensions and strengthen relationships. Dedicates time and effort to supporting the growth and development of individuals. Shares resources and information freely with colleagues and partners, going above and beyond to help others achieve their personal and organizational goals.

The Candidate continued

- **Results Oriented:** Demonstrates the ability to manage and lead teams to achieve and surpass set goals. Develops an annual plan aligned with the overall mission and strategic objectives, ensuring a clear path to success. Clearly defines the roles, goals, and responsibilities of individuals and teams to drive results. Establishes measurable benchmarks and success indicators. Implements a robust monitoring system to track progress and ensure targets are met or exceeded. Actively seeks feedback from members, Directors, and partners to assess and improve the achievement of results.
- **Self-Management:** Works independently within established parameters, effectively identifying and communicating relevant issues to their supervisor. Demonstrates strong self-discipline in prioritizing tasks and outcomes, thriving with minimal supervision. Successfully accomplishes critical tasks, even in the face of organizational obstacles, time constraints, role ambiguity, or limited resources. Recognizes and evaluates challenging situations, determining the appropriate level of guidance and resources needed for resolution. Seeks guidance from peers and supervisors when necessary. Effectively manages job-related stress through coping strategies and actively works on addressing personal limitations, with a clear plan for improvement.

Qualifications, Skills, and Abilities

- A Master's degree is preferred in a human/social service field, law, economics, or a related discipline, along with 5 years of experience in senior administration.
- Proven track record of establishing collaborative relationships and leading successful organizational change initiatives.
- Demonstrated success in sustainable fundraising practices.
- Exceptional advocacy and lobbying skills.
- Proficiency in Microsoft Office and other applications in a Windows environment.
- Willingness and ability to travel on short notice is a requirement.

Hours of Work: Minimum of 40 hours/week. Weekends and/or some evening meetings as needed.

Work location: Victoria, BC (main office)

Compensation: \$150,000-\$200,000

The City: Victoria

The Victoria CRD is encompassing of 10 nations who all make up Ləkʷəŋən and W̱SÁNEĆ. The Ləkʷəŋən People have hunted and gathered here for thousands of years. This area, with its temperate climate, natural harbours, and rich resources, was a trading centre for a diversity of First Peoples.

The development of a modern city makes it more difficult to experience the landscape that is home to the Ləkʷəŋən. However, footprints of traditional land use are all around the city of Victoria and this land is inseparable from the lives, customs, art, and culture of those who have lived here since the beginning.

The hills, creeks, and marshlands shaped the growth of the City of Victoria. There are messages in the landscape here; oral histories, surviving traditional place names, and the soil itself are all ancient stories waiting to be told. To follow the markers and visit these traditional places is to learn about the land, its original culture, and the spirit of its people. The traditions that were born here carry on today.

The Ləkʷəŋən people's art is traditionally used on internal house posts and for the decoration of household objects and clothing. Historically, the outward expressions of Ləkʷəŋən culture were more modest than some of the other coastal nations such as the Coast Salish, Nuuchah-nulth or Kwakwak'wakw.





To Apply

To apply, please submit a Cover Letter and Resume, in PDF format, directly to Pathways Executive Search outlining your interest, qualifications, and experience to Applications@PathwaysExecutiveSearch.com

Preference will be given to applicants of Canadian Indigenous ancestry. We encourage all candidates to self-identify. Our process is protected by the BC Human Rights Tribunal under Non-Profit Exemption.

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

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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.