



is seeking a highly motivated individual
for the position of

EXECUTIVE DIRECTOR

Duties: (included but are not limited to the following)

- establish and maintain an excellent working relationship with community, Territorial and Federal Governments
- ensure all funds that are raised for the Friendship Centre and other fundraising initiatives are deposited in the Centre's fundraising account
- ensure all reporting requirements are met as per contribution agreements for various programs that have been funded
- ensure that all program coordinators are following their program's work plans
- process, record and monitor all financial transactions of the Friendship Centre using Sage Accounting
- prepare monthly invoice for various programs
- keep track of employee hours (i.e. annual leave etc.)
- identify training needs and direct staff to undertake such training upon board approval
- represent the Board of Directors at meetings and advise Board of Directors
- review and recommend to the Board of Directors all capital expenditures
- comply with all Government statutes, policies, and ordinances that may require reports to be submitted
- supervise all Core and program staff. Arrange for meeting with Board or staff as required or directed
- overall, the Executive Director is in charge of the management and day to day operations of a Non-Profit Organization
- establish and maintain an excellent working relationship with the Friendship Centre Auditor and ensure that the Annual Executive Director's report is submitted to the National Association of Friendship Centre and/or other appointed agency
- assist all program staff in completing their program's monthly activity/quarterly reports and submit them to funding agency prior to reporting deadlines
- prepare and submit all monthly, quarterly, mid-year and year end reports to funding agencies/ departments

Qualifications:

- a minimum of two years experience in office management and administration
- ability to make rational decisions in areas of policy, program and financial management
- capable of working with little supervision
- excellent written and verbal communication
- excellent proposal and budget development
- excellent supervisory and interpersonal skills
- willing to travel
- strong accounting background and excellent working knowledge of Sage Accounting
- criminal Record Check
- references required

Salary: Annual salary will depend on qualification, experience and performance.

Application deadline: Open until a suitable candidate is found.

Please submit a resumé along with a cover letter to:

Board Chair

Email: executivedirector@sefcnwt.com

Fax: (867) 874-3362

Or mail to: Soaring Eagle Friendship Centre

2-8 Gagnier St., Hay River, NT X0E 1G1