

Job Title: Executive Director

Organization: Zaag'idiwin Child and Family Services

Salary Range: \$140,000 - \$155,000 per year

Location: Saugeen First Nation, 6 Cameron Drive, Southampton, Ontario N0H 2L0

Job Type: Full-Time, Contract

About Zaag'idiwin Child and Family Services:

Zaag'idiwin Child and Family Services is a newly established organization dedicated to promoting the wellbeing of Saugeen First Nation children and families and build capacity to operationalize Saugeen's child wellbeing law, *Zaag'idiwin*. Saugeen children and families are at the core of who we are - they are our most valuable resource. We believe it is our collective responsibility as Saugeen to care for one another. As we embark on this transformative journey, we are seeking an experienced, visionary leader to guide our organization into the future.

Position Summary:

The Executive Director (ED) is a senior management role reporting to the Board of Directors. This position is responsible for providing leadership, strategic oversight, and operational excellence across all aspects of Zaag'idiwin Child and Family Services' functions. The ED will play a key role in developing policies and procedures, managing financial and business planning, and building strong relationships with community partners, government agencies, and funding bodies—all while ensuring full compliance with relevant laws and regulations.

Key Responsibilities:

Leadership & Organizational Development

- Collaborate with the Board and management team to achieve strategic goals while fostering a culturally responsive, inclusive, and collaborative environment.
- Oversee recruitment, development, and performance evaluation of senior management and staff.

Strategic Oversight & Financial Accountability

- Guide policy development, program delivery, and financial management, including budgeting, reporting, and safeguarding organizational assets.
- Lead the implementation and evaluation of Saugeen's child wellbeing law and work with the Board on long-term strategic plans.

Relationship Management & Advocacy

- Act as the primary representative to government agencies, community organizations, and funding bodies.
- Build strong relationships with Saugeen First Nation leadership and community members while advocating for Zaag'idiwin's mission in public forums.

Program Development, Governance & Visionary Leadership

- Oversee program development, ensuring compliance with employment laws and relevant regulations, and provide regular reports to the Board.
- Set a clear vision for organizational growth, identify and mitigate risks, and ensure transparency and accountability across operations.

Qualifications:

Education & Experience

- Preferred: Master's Degree in a related field; bachelor's degree with ongoing professional development considered.
- 5-7 years in a managerial or supervisory role, preferably in community-based settings with First Nations, Inuit, and Métis (FNIM) communities.

Knowledge & Skills

- Deep understanding of Indigenous knowledge systems, particularly Anishinaabe practices and traditions.
- Strong background in human resources, financial management, and business administration.
- Familiarity with Child Welfare legislation and standards (e.g., relevant Acts and guidelines).
- Proven strategic planning, change management, and funding acquisition skills; proficient in IT and digital tools.

Personal Attributes & Other Requirements

- Excellent leadership, communication, and conflict resolution skills, with a proactive, reliable, and professional demeanor.
- Commitment to Indigenous culture, values, and traditions.
- Valid Class 'G' Ontario Driver's Licence with access to a reliable vehicle; candidates must pass a Criminal Record Check and Vulnerable Sector Check.

Equal Opportunity & Preference:

Zaag'idiwin Child and Family Services promotes equal employment opportunities. Preference will be given to candidates who identify as Indigenous, particularly those who are members of Saugeen First Nation, in alignment with the needs of the communities we serve.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and vision for the role. Please ensure that your application highlights how your experience aligns with the Key Responsibilities & Qualifications.

Submit your application via email or post, **by 11:59 p.m. April 18th, 2025** to:

Candice Ruhl, Human Resources Manager

Governance Building, Saugeen First Nation
6 Cameron Drive, Southampton, Ontario N0H 2L0
candice.ruhl@saugeen.org