



The Ottawa Aboriginal Coalition acknowledges that we are on unceded Algonquin-Anishinaabe territory.

OTTAWA ABORIGINAL COALITION
INUIT VIOLENCE AGAINST WOMEN SHELTER

DRAFT Job Posting
Executive Director

Position Summary

The Executive Director will provide overall leadership and strategic direction for the shelter, ensuring safe, culturally grounded and trauma-informed services for Inuit women and children in Ottawa who are experiencing domestic violence. This role involves developing and implementing programs and advocating for the needs of women and children within a framework based on Inuit societal values, culture and language.

The ideal candidate will have experience in being an Executive Director of a Violence Against Women Shelter, has worked in a management role within the Indigenous or violence against women sectors and has played a leadership role in the Indigenous community.

Preference will be given to Inuit or Indigenous candidates.

Key Responsibilities

- Ensure Inuit culture, language and Inuit Societal Values are meaningfully reflected in the shelter's services and environment.
- In the first year, establish and support the staff team so that they provide safe, trauma-informed, culturally grounded and client-centered services.
- Develop, with the Board of Directors, and implement the strategic plan to enhance service delivery and organizational growth.
- Meet funder requirements, reporting and accountability expectations and respond to the requirements of different funders. Secure new funding when required.
- Work collaboratively with Inuit partners, Elders, community leaders and service providers in the Ottawa area.
- Foster relationships with community partners, stakeholders, and donors to promote collaboration and support.
- Responsible for sound financial management in operations.
- Lead policy development, risk management, quality improvement and organizational planning.
- Work collaboratively with the Shelter Manager to:
 - Recruit, mentor, and support staff and volunteers to create a positive and effective work environment.
 - Ensure compliance with all relevant regulations and standards.
 - Oversee financial and human-resource planning in collaboration with the Shelter Manager.

Qualifications and Experience

- Post-secondary education in Nonprofit Management, Social Work, Public Administration, or a related field. Or an equivalent.
- Minimum of five years of experience in non-profit management, preferably in a similar setting.
- Understanding of organizational practice that are grounded in Inuit Societal Values.
- Strong understanding of issues related to domestic violence, child welfare, healing and restorative practices for Inuit women and their children.
- Proven track record in fundraising, grant writing, and financial management.
- Excellent communication, interpersonal, and advocacy skills.
- Progressive leadership experience in a community, Indigenous, housing, shelter, violence-against-women or social-service setting.
- Led an organization that uses harm reduction practices.
- Knowledge of urban Inuit experiences and needs and Inuit culture, history and contemporary realities.
- Collaborative and service oriented leadership style
- Experience working with funders, Boards, government and community partners.
- A combination of these qualifications will also be considered.
- Speaking Inuktitut is an asset

Preferred Qualifications

- Satisfactory background checks as required
- Valid driver's license and access to own vehicle required
- Valid CPR/First Aid certification

For more information and to apply for the job once it becomes open, please go to the OAC website at:

www.ottawaaboriginalcoalition.ca