



**ALBERTA NATIVE FRIENDSHIP CENTRES ASSOCIATION**  
**CAREER OPPORTUNITY**  
**EXECUTIVE DIRECTOR**  
**EDMONTON, ALBERTA**

The Alberta Native Friendship Centres Association (ANFCA) is immediately seeking to hire a highly qualified, dedicated, and passionate individual to fill the position of provincial **Executive Director**. The ideal candidate will have an in-depth knowledge and understanding of urban Indigenous issues, as well as extensive community leadership experience at the local, regional and national levels.

Reporting to the ANFCA Board of Directors, this full-time position is based at the ANFCA office in Edmonton, Alberta.

Interested candidates should forward a  
**resume, cover letter** and a minimum of **two (2) current references** to:  
**ANFCA Selection Committee**  
**Alberta Native Friendship Centres Association**  
**10336 – 121 Street, Edmonton, AB T5N 1K8; Fax: (780) 425-6277**  
**Email: [anfca3@telusplanet.net](mailto:anfca3@telusplanet.net)**  
**Recruitment will continue until a successful candidate is found**  
**Salary will commensurate with experience**

We thank all who apply, but only those candidates selected for an interview will be contacted.  
Please, no phone calls.

**Applicants must be available for interviews and/or tests in Edmonton. Costs for interviews/relocation will be the candidate's responsibility.**

**POSITION: EXECUTIVE DIRECTOR**

---

**SUPERVISOR(S): EXECUTIVE COMMITTEE & BOARD OF DIRECTORS**

---

**EMPLOYEE CLASSIFICATION: CORE STAFF, PERMANENT, FULL-TIME**

---

**JOB SUMMARY:** The ANFCA Executive Director (ED) is the prime lead in carrying out the mission and vision of the ANFCA, which includes development of the organization and capacity of member Friendship Centres and management of provincial programs as they relate to the administration of national and provincial funding. The ED will work cooperatively with provincial Board of Directors and will be a catalyst for implementation of all provincially administered programs while ensuring that all requirements are adhered to within Friendship Centres.

The ED's senior management, operations and administrative experience will include an exceptional skill set in leadership, extensive human resource management, and crisis management. Strategic planning within a service delivery environment and the ability to establish strong, viable partnerships is essential. The ability to think and act strategically, along with proven project management and facilitation skills, will position the incumbent well for this key position.

The ED must have a clear and experienced understanding of relevant legislation, policies, and management systems in Alberta as well current Indigenous issues. An understanding of the richness and diversity of Alberta's Indigenous cultures is vital.

**KEY RESPONSIBILITIES:**

1. Lead, plan, organize, direct, and administer operations and employees of the ANFCA.
2. Hire and train ANFCA staff as required.
3. Networking and partnership development - actively cultivate and develop relationships in the community through speaking engagements, participation in community meetings in an effort to expand partnership base.
4. Facilitate meetings, events and discussions.
5. Coordinate, and facilitate regional board development, strategic/operational /work plans and other management training sessions as required.
6. Write, coordinate, and contribute to achieving ANFCA strategic/operational /work plan goals and lead in its development and implementation.
7. Apply for grants and prepare required reports in collaboration with lead staff.
8. Identify society challenges, trends and issues and promote advocacy solutions, improvements, and outcomes.
9. Ensure reporting and financial requirements to funding agencies are achieved.
10. Confirm all program funding administrative and financial requirements are achieved.
11. Travel extensively to member Friendship Centre communities as requested or required.
12. Collaborate with and assist member Friendship Centres in difficulty.
13. Attend events, meetings and celebrate the successes of member Friendship Centres at community events as requested or required.

14. Maintain consistent and effective communications with member Friendship Centres.
15. Provide training and orientation for new executive directors and board of directors of member Friendship Centres.
16. Facilitate member Friendship Centres' annual general meetings or special meetings as requested or required.
17. Represent the ANFCA at local, regional and national meetings as required.
18. Undertake other duties that may be assigned by the Executive Committee or Board of Directors.

**QUALIFICATIONS:**

1. Education: a minimum of a Bachelor Degree or equivalent.
2. Experience: a minimum of 8-10 years' experience working in a non-profit organization and/or with Indigenous organizations and communities.
3. Extensive knowledge of urban Indigenous people's issues, the ANFCA's mandate, organizational structure and the Friendship Centre Movement.
4. Experienced understanding of Indigenous culture. Ceremonial teachings are an asset.
5. Ability to negotiate and advocate for funding from agencies and government.
6. Strategic thinking and leadership.
7. Exceptional skills and extensive knowledge in program management and delivery.
8. Proven ability to manage, lead, and collaborate with staff.
9. Excellent team building and team leadership skills.
10. Extensive experience in Financial Management.
11. Experience and/or working knowledge of government funding models.
12. Excellent written and oral communication skills.
13. Outstanding ability to facilitate working groups.
14. Confident and comfortable in public speaking.
15. Commitment to the aspirations, value and cultures of urban Indigenous people.
16. Live a healthy lifestyle that lends to being a role model for community and mentor to our youth and member Friendship Centres.

The successful candidate must have a valid driver's license and reliable vehicle. Additionally, the successful candidate must provide a criminal records check and clear CFSA background check from province of residence at their own expense.

This is an onsite position in the city of Edmonton.