



National Indigenous
Collaborative Housing Inc.

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National Autochtone Inc.

Position Title:	Chief Executive Officer
Job Type/Location:	Full-time – Term Position/Work at a Distance across Canada
Salary Range:	\$ To Be Negotiated
Regular Weekly Hours:	35 hours per week (average); flexibility to work additional hours
Created/Revised By:	J. Loucks
Created/Revised On:	August, 2023
Approved By:	NICHI Executive Committee

About NICHI:

The National Indigenous Collaborative Housing Inc. (NICHI) exists to uphold and advance housing as a human right for all Indigenous Peoples living in urban, rural and northern communities from coast-to-coast-to-coast. NICHI is built on a principle of cooperation and coordination of expertise amongst members, partners, and stakeholders committed to ensuring that no Indigenous person gets left behind because of where they live. It will roll out a national Urban, Rural, Northern (URN) Indigenous Housing Strategy, bring together Indigenous-led housing providers and fill a gap as a national coordinating mechanism. NICHI will harness the extensive Indigenous housing expertise to co-design and co-deliver a national URN housing strategy, distribute resources to Indigenous housing projects and support wrap-around services. Its governance, management and operational structures will utilize the strengths exhibited by Indigenous service organizations.

Position Summary:

As a visionary and action-oriented leader, the Chief Executive Officer works closely with the Board of Directors and key stakeholders to develop comprehensive strategies in support of NICHI’s Vision, Mission and Values. This role is accountable to provide strategic and operational leadership and direction with the goal of achieving positive outcomes and delivering results in support of NICHI’s mandate. As a passionate, progressive and values-based team leader, the CEO is responsible to lead a staff complement and oversee all areas within the NICHI organizational structure, ensuring all functions are performing effectively and efficiently. As an ambassador for the organization, the Chief Executive Officer fosters meaningful relationships and partnerships in support of advancing housing initiatives and solutions for Indigenous communities across the country.

Reporting:

This position reports to the Board of Directors through the Chair.

Responsibilities:

- Demonstrates visionary leadership and guides the development and delivery of innovative housing solutions for Indigenous communities.
- Develops strategic goals that align with NICHl's Vision and Mission; identifies and mitigates risk; prioritizes initiatives; establishes an organization structure/positions, policies and processes required to achieve immediate and long-term goals.
- Oversees all operational areas, ensuring the efficient and effective use of resources; tracks and reports on progress against plans.
- Leads a staff complement; ensures leading-practice human resource processes are administered including the recruitment, development and retention of a high-performing team; inspires and motivates team members and fosters a positive organizational culture that shares in the organization's values and goals.
- Responsible for financial management and oversight of the budget, ensuring financial sustainability and accountability; report financial status to the Board of Directors and funding agencies.
- Identifies and pursues diverse funding opportunities, including grants, sponsorships and donations, in support of NICHl's housing initiatives.
- Identifies and develops meaningful relationships and strategic partnerships with Indigenous communities, government agencies, funding organizations and other stakeholders to collaborate and identify housing related initiatives.
- Establishes and maintains effective and on-going internal and external communication related initiatives with staff, stakeholders and others in support of transparency and accountability; acts as the key spokesperson on behalf of the organization.
- Advocates for the fundamental housing needs and rights of Indigenous communities as well as additional wrap-around services; represents NICHl at conferences, meetings, public events and facilitates collaborative opportunities/discussions between the Board, staff and external stakeholders.
- Collaborates with the Board of Directors and ensures they are kept informed; provides regular reports and status updates; support the Board in establishing governance policies and procedures in accordance with sound, ethical principles, legislation and leading-practice governance processes.
- Keeps current on trends, issues and leading practice approaches regarding collaborative housing, community development, and Indigenous rights.
- Maintains a high level of professionalism, ethical conduct, discretion, and confidentiality.

Requirements:

- A Bachelor's degree in business or a related field of study (e.g., community development, public administration); a Master's degree is preferred.
- Proven experience in a senior leadership role, preferably in an Indigenous non-profit or community development organization.

Knowledge, Skills and Abilities:

- A deep understanding of the social, cultural and economic challenges faced by Indigenous Peoples and communities, particularly in relation to housing.
- Knowledge of Indigenous rights, policies, and frameworks related to housing and community development.

- Demonstrated leadership business acumen; solid understanding/knowledge of a broad range of internal business operations and functions.
- Financial management expertise which includes budgeting, financial reporting, and fundraising.
- Human Resource management expertise which includes recruiting, developing, and retaining a high-performing staff complement, developing/administering policies, and adhering to legislation.
- Proven communication and advocacy skills using multiple channels of communication with a variety of internal and external stakeholders; is articulate and can verbally communicate well with others; has excellent writing skills (spelling, grammar and sentence structure); listens well.
- Presentation and facilitation skills (can make dynamic and impactful presentations and facilitate effective and efficient meetings and discussions).
- Ability to navigate complex political and social landscapes and advocate for positive change and empowering Indigenous communities.
- Skilled in the use of computers e.g. MS Office (Word and Excel), databases, email, internet; is open to learn other internal systems as required.
- Demonstrated time management skills; manages time and priorities effectively and efficiently and ensures deadlines are met.
- Valid driver's license; satisfactory result from a CPIC/criminal background check.

Personal Attributes:

- Interpersonal – (is personable and approachable and can build relationships / network with ease; engages diverse/key stakeholders and is a passionate advocate of NICHU and its mission, vision, values and strategic objectives; has empathy, humility, and demonstrates respect for diversity and inclusion; is non-judgmental and sensitive to individual and community members and their needs)
- Strategic / Results Focused (is a strategic thinker who establishes sound business plans, allocates resources, monitors and achieves results in support of the organization's mission and vision and Indigenous Peoples; is creative and identifies opportunities to improve upon processes/ procedures to achieve quality outcomes)
- Team Leadership (is a contributing member to the leadership team/Board and works to achieve common goals and objectives; shares information and keeps others well informed; inspires operational team members and ensures on-going communication; coaches for performance improvement and develops a focused, values-based culture)
- Influencing with impact (influences stakeholders and advocates for opportunities/change/support by using if/then scenarios, facts, data, research and other means to achieve results)
- Problem-solving/decision-making (reflects on/assesses and prepares for potential issues; can independently resolve issues and handle problems using sound judgement and decision-making; suspends judgement until all facts/data are known; mediates disputes or conflict situations and looks for the middle ground if possible)
- Adaptable (is patient and flexible; can self-regulate and switch gears or be interrupted without becoming stressed or overwhelmed; can adapt quickly to urgent situations)

- Detail oriented (oversees significant details associated with all business functions; ensures documents/reports and other work performed and provided to the Board and stakeholders is complete and accurate)
- Professionalism (understands and demonstrates the mission, vision, values of the organization; confidentiality is maintained; is ethical and demonstrates integrity/honesty and is respectful of others and trustworthy)

Working Conditions:

- Flexible to work at a distance in a hybrid working environment that involves travel within Canada as well as working non-routine hours (e.g., working on evenings or weekends) if necessary
- Extended periods of concentration
- Interaction with the NICHI Board, senior government officials, the Indigenous housing community and other stakeholders
- Working with tight deadlines, specifically with regard to producing reports and other materials

Acknowledgement and Agreement:

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have read, understand and accept the requirements as identified in the job description for the Chief Executive Office, National Indigenous Collaborative Housing Inc. (NICHI). I agree to perform all activities including those that may be assigned to me. I further understand and accept that failure to perform the duties as required may result in discipline up to and including termination of my employment with NICHI.

Employee (Print Name)

Date

Employee Signature

Board Chair Signature
(or assigned designate)

Date