



EMPLOYMENT OPPORTUNITY

NIAGARA FOLK ARTS MULTICULTURAL CENTRE

**Is holding a competition for the position of
Executive Director / CEO
(Full time position – 40 hrs per week)**

The Niagara Folk Arts Multicultural Centre is searching for an Executive Director/ CEO. Located in the city of St. Catharines, this position offers a great opportunity for someone with the necessary skill set and a desire to be an integral part of one of the most dynamic and growing regions in Ontario.

The Niagara Folk Arts Multicultural Centre is a charitable not-for-profit organization incorporated as the Folk Arts Council of St. Catharines in 1970, having the mandate to support and assist the ethno-cultural and newcomer community in Niagara through a broad range of programs and services. We have been active in facilitating and supporting the successful settlement and integration of newcomers since the 1960's. Our clients come from all parts of the world and include Landed Immigrants, Canadian Citizens, Convention Refugees and Refugee Claimants.

POSITION OVERVIEW:

The Executive Director/ CEO is the key management leader of the Folk Arts Multicultural Centre. Reporting to the Board of Directors, the Executive Director/CEO through a staff of 50 full time / part time and an annual budget in excess of \$3M, is responsible for overseeing the administration, programs and strategic plan of the organization.

CANDIDATE PROFILE

Management and Governance Excellence:

- Contributing to vision, meaning, direction and focus of the agency through participation in strategic planning with the Board of Directors
- Strong conceptual skills with which fundamental strategic issues and opportunities are addressed in the various programs, activities and processes
- Has strong organization stewardship by identifying, maximizing and managing resources: people and financial
- Adapts priorities in operating plans and follows priorities while maintaining accountability
- Builds organizational culture to support partnerships and collaboration
- Promotes a culture of continuous improvement
- Demonstrated mediation skills in the face of conflict and ambiguity
- Strong consensus builder with bringing different points of view together

Relationships and Leadership:

- Effective communicator and presenter
- Builds and strengthens relationships across political and business sectors at all levels – municipally, regionally, provincially and nationally



- Is a strategic thinker
- Makes decisions based on values, principles, policies and the Folk Arts strategic plan
- Articulates a compelling vision/mission that the staff and membership can rally behind
- Sets a personal example by empowering team in a shared/collaborative leadership style
- Motivates employees to perform at their best

Qualification Requirements:

- University degree
- 5 years of senior non-profit management experience preferred
- Demonstrated competence in working with Boards, planning and evaluation, human resource development, financial administration, and communications
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong written and oral communication skills and public speaking ability

Deadline to apply is **Saturday, June 30, 2018 by 4:30 pm**. Apply by email and send your cover letter and resume to Hiring Committee at the following address: edposition@folk-arts.ca

For more information and to review a complete job description visit www.folk-arts.ca
Only qualified candidates selected for an interview will be contacted.