



POSITION: Executive Director

Position Overview

The Executive Director (ED) is the chief executive leader responsible for the overall strategic, operational, financial, and programmatic success of the organization. Reporting to the Board of Directors, the ED ensures that the organization fulfils its mission of supporting newcomers, immigrants, and refugees in their settlement and integration journey.

The ED serves as the primary liaison between the Board, staff, funders, and the community, while providing visionary leadership to ensure sustainable growth, high-quality service delivery, and measurable community impact.

Key Responsibilities

1. Strategic Leadership and Governance

- ✓ Lead the development and implementation of the organization's strategic plan in alignment with its mission, vision, and values.
- ✓ Work closely with the Board of Directors to:
 - Set organizational priorities and policy direction
 - Monitor performance and outcomes
 - Ensure sound governance practices
- ✓ Translate board-level strategy into operational plans and measurable outcomes.
- ✓ Identify emerging settlement trends (e.g., demographic shifts, policy changes) and adapt strategies accordingly.

2. Program Leadership and Service Delivery

- ✓ Oversee the design, implementation, and evaluation of settlement programmes, including:
 - Employment services
 - Settlement Worker in Schools
 - Settlement Services
 - Community Connections
 - Needs and Assets Assessment and Referrals
 - Home Instruction for Parents of Pre-school Youth (HIPPY)
 - East Central Saskatchewan Immigration Partnership
- ✓ Ensure programmes are client-centred, culturally responsive, and outcomes-driven.
- ✓ Monitor programme performance using data, ensuring compliance with funder requirements and reporting obligations.
- ✓ Promote continuous improvement and innovation in service delivery.
- ✓ Regional data gaps and evidence-based program planning

- ✓ Employer engagement strategies in small labour markets
- ✓ Cross-sector coordination (housing, childcare, transportation barriers)

3. Financial Management and Sustainability

- ✓ Provide overall leadership in financial planning, budgeting, and fiscal control
- ✓ Develop and manage multi-source funding strategies, including:
 - Federal and provincial government funding
 - Grants and contributions
 - Community partnerships
- ✓ Ensure strong financial accountability, audits, and compliance with funder requirements.
- ✓ Oversee resource allocation to maximise program impact and organisational sustainability.

4. Resource Development

- ✓ Develop and lead strategies and initiatives to sustain and expand services.
- ✓ Build relationships with:
 - Government agencies (e.g., IRCC or provincial ministries)
 - Foundations and donors
 - Corporate and community partners
- ✓ Lead grant writing, proposal development, and funder reporting processes.
- ✓ Promote diversified revenue streams to reduce funding vulnerabilities.

5. Human Resources and Organisational Leadership

- ✓ Provide leadership, supervision, and support to staff and teams.
- ✓ Foster a positive, inclusive, and high-performing workplace culture.
- ✓ Ensure effective recruitment, retention, and professional development of staff.
- ✓ Promote equity, diversity, and inclusion principles across all organisational practices.
- ✓ Lead organisational change management as required.

6. Community Engagement and Partnerships

- ✓ Serve as the public face and spokesperson of the organization.
- ✓ Build and maintain strong relationships with:
 - Local employers
 - Community service providers
 - Municipal and regional stakeholders
 - Settlement sector networks
- ✓ Advocate for newcomer needs and contribute to community-wide planning and integration strategies.
- ✓ Strengthen collaboration across sectors (housing, employment, education, health).

7. Compliance, Risk Management, and Accountability

- ✓ Ensure compliance with:
 - Legal, regulatory, and contractual obligations
 - Funding agreements and reporting requirement

- ✓ Oversee organizational risk management, including financial, operational, and reputational risks.
- ✓ Maintain policies and procedures aligned with best practices in the non-profit and settlement sectors.
- ✓ Prepare and present reports to the Board, funders, and stakeholders.

8. Advocacy and Sector Leadership

- ✓ Champion policies and practices that support successful newcomer integration.
- ✓ Represent the organization in regional and national forums.
- ✓ Contribute to research, policy discussions, and sector development initiatives.
- ✓ Position the organisation as a leader in settlement services, especially in rural or underserved areas.

Qualifications and Experience

Education

- ✓ Degree in Social Work, Public Administration, Community Development, Immigration and Settlement Studies or related field
- ✓ Master's degree is an asset

Experience

- ✓ Minimum 5–10 years of senior leadership experience in the non-profit or settlement sector
- ✓ Experience managing government-funded programs and budgets
- ✓ Proven track record in:
 - Strategic planning
 - Financial management
 - Fundraising and grant acquisition
 - Stakeholder engagement

Core Competencies

- ✓ Visionary leadership and strategic thinking
- ✓ Strong financial and operational management
- ✓ Cultural competency and commitment to inclusion
- ✓ Excellent communication and stakeholder engagement skills
- ✓ Political and sector awareness (immigration policy, labour market trends, settlement frameworks)
- ✓ Results-oriented with strong accountability

Working Conditions

- ✓ Full-time, senior leadership role
- ✓ May require extended hours, travel, and attendance at community or government meetings
- ✓ Operates in a dynamic, policy-driven and funder-dependent environment

Key Relationships

- ✓ Board of Directors
- ✓ Staff and volunteers
- ✓ Government funders and agencies
- ✓ Community partners and employers
- ✓ Clients (newcomers, immigrants, and refugees)

Performance Indicators

- ✓ Programme outcomes and client success indicators
- ✓ Financial stability and funding growth
- ✓ Staff engagement and retention
- ✓ Partnership development and community impact
- ✓ Compliance and audit results

Salary Range and Compensation

The salary range for ED is \$82,000 to \$96,000/year depending on experience. The compensation package will include a pension plan at 10% of the salary as well as an extended health and benefits package.

How to Apply:

Email application including cover letter, resume and 3 work related references (as one attachment) to:
board@ecnwc.ca.

We thank all applicants for their interest, however, only those selected for interviews will be contacted. No phone calls please.

Application Deadline

June 24, 2026