



# NEECHEEWAM

Healing Lodges for Manitoba's Youth

**Date Posted: April 20, 2026**  
**Position: Executive Director**  
**Location: Central Support Office**  
**605 Wall Street, Winnipeg, MB**  
**Closing Date: May 4, 2026**

## *About Us:*

**Neecheewam Inc.** is an Indigenous led, community-based organization. We are designed to meet the unique and individual needs of youth requiring safe care. Plans are facilitated through crisis intervention, alternative care, and /or emergency resources that are reflected in a culturally safe manner.

**MISSION:** Our mission is to provide healing lodges where the seven sacred teachings (love, respect, courage, humility, wisdom, honesty, and truth) are the path to wholeness.

**VISION:** The strength of our communities is restored through the wellbeing of our children. Our vision will be accompanied by:

- a) Working in harmony with community-based programming and support services including public schools, youth justice, and mental health.
- b) Recognizing, honoring, and promoting our children's and youth's Indigenous heritage and identity, in both traditional and contemporary ways of life.
- c) Encouraging and supporting the children and youth we work with in acquiring the knowledge, skills, and confidence to transition into responsible, productive adults.

## *Position Summary:*

This position is designated for an Indigenous candidate. Applicants must self-identify as First Nations, Métis, or Inuit. This designation is made in accordance with Section 11 of The Human Rights Code (Manitoba), which permits employment equity practices to support the participation of underrepresented groups.

This role requires a strong commitment to Indigenous values, culture, trauma informed lens, community engagement, and ethical leadership, along with the ability to manage programs, people, and resources effectively.

We are seeking a visionary and values-driven **Indigenous Executive Director** to lead our organization into its next phase of growth and impact. Reporting to the Board of Directors, the Indigenous Executive Director is responsible for the overall leadership, strategic direction, and operational management of the agency.

## *Role Responsibilities:*

### Leadership:

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Identify, assess and inform the Board of Directors of internal and external issues that affect the organization.
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities.
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff.
- In addition to the Chair of the Board, act as a spokesperson for the organization.
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
- Represent the organization at community activities to enhance the organization's community profile.

### Operational Planning and Management:

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Ensure that the operation of the organization meets the expectations of its consumers of service, Board and Funders.
- Oversee the efficient and effective day-to-day operation of the organization.
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure that personnel, consumers of service, donor and volunteer files are securely stored, and privacy/confidentiality is maintained.
- Provide support to the Board by preparing meeting agenda and supporting materials.

### Program Planning and Management:

- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.

- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality.
- Oversee the planning, implementation, execution and evaluation of special projects.

#### Human Resource Planning and Management:

- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulation
- Coach and mentor staff, as appropriate, to improve their job performance.
- Support and implement succession planning and talent development
- Ensure effective HR systems, record-keeping, and documentation practices are in place
- Oversee confidentiality and proper handling of employee information
- Ensure accurate tracking of attendance, leaves, and HR metrics

#### Financial Planning and Management:

- Work with staff and the Board to prepare a comprehensive budget;
- Work with the Board to secure adequate funding for the operation of the organization.
- Research funding sources, oversee the development of fund-raising plans and write funding proposals to increase the funds of the organization.
- Participate in fundraising activities as appropriate.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the Board with comprehensive, regular reports on the revenues and expenditures of the organization.
- Ensure the organization complies with all legislation covering taxation and withholding payments.

#### Community Relations/Advocacy:

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization;
- Establish good working relationships and collaborative arrangements with community groups, funders, government and bureaucrats, and other organizations to help achieve the goals of the organization.

### Risk Management:

- Identify and evaluate the risks to the organization's people (consumers of service, staff, management, volunteers), property, finances, goodwill, and image and, implement measures to control risks.
- Ensure that the Board of Directors and the organization carry appropriate and adequate insurance coverage.
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.

### *Qualifications Required:*

#### Education and Experience:

- University Degree in the social work, Business Administration or Public Administration or a related field with a combination of education and experience will be considered.
- Minimum of five or more years of senior leadership experience in a non-for-profit organization or preferably with an Indigenous organization.
- Experience working with CFS programs or related systems
- Experience in developing and facilitating Indigenous cultural programs.
- Demonstrated experience of providing culturally relevant services.
- Experience providing services to Indigenous families and youth.
- Professional designation is an asset.

#### Knowledge, Skills and Abilities:

- Demonstrated knowledge and understanding of Canadian Indigenous communities
- Knowledge of leadership and management principle as they relate to social service organizations.
- Knowledge of all federal and provincial legislation applicable to social service sector organizations including employment standards, human rights, occupational health and safety, taxation, CPP, EI, health coverage etc.
- Knowledge of current community challenges, needs and opportunities relating to the mission of the organization.
- Knowledge of human resources management.
- Knowledge of financial management.
- Knowledge of project management.
- Proficiency in the use of computers (Microsoft Office, E-mails, Internet)

### **Working Conditions:**

- Executive Director usually work in an office environment, but the mission of the organization may sometimes take them to non-standard workplaces;
- Executive Directors work a standard work week, but additionally will often work evening, weekends and overtime hours to accommodate activities such as Board meetings and representing the organization at public events.
- Travel to communities for events and meetings.
- Required to have access to a reliable vehicle with insurance, Manitoba driver's license, current driver's abstract.
- Valid First Aid/ CPR certified is required.
- WPS Criminal records Check with Vulnerable Sector, and Child Abuse Check are required to be current within 3 months.

### *What We Offer:*

- Competitive salary (based on experience)
- Comprehensive benefits package
- Opportunity to make a meaningful impact in Indigenous communities
- Supportive and values-driven work environment
- Indigenous cultural support and guidance

Neecheewam Inc. is committed to equity and diversity and to fostering a culturally safe workplace. This position is designated for Indigenous applicants in accordance with The Human Rights Code (Manitoba). We thank all applicants for their interest; however, only those selected for an interview will be contacted.

### *How to Apply:*

Please submit your resume and a cover letter outlining your experience and connection to this work to: [mlondon@neecheewam.com](mailto:mlondon@neecheewam.com).