

Director of Operations

Head Office: Six Nations
Serving Brantford and Hamilton Communities



NIWASA
Kendaaswin Teg

Niwasa is looking for an Inspirational leader to join our team. As Director of Operations, you will be part of the leadership team and will help to navigate, grow and develop high-quality programs and services at Niwasa Kendaaswin Teg that are rooted in culture and language.

The Director of Operations will provide leadership and direction through an Indigenous worldview, for all operational and administrative aspects. The operations services portfolio includes: budget and financial management, personnel administration (payroll and benefits), workplace culture, health and safety, training and development, facilities and capital project management, space renewal, and storage services.

The Director also leads the fostering of a healthy, inclusive organizational culture based in community and shared purpose, that supports staff success and well-being.

As an Indigenous leader committed to our mission vision and values, you will be motivated and inspired to provide:

- 1. Strategic Leadership**
- 2. Financial Planning and Oversight**
- 3. Operational Planning**
- 4. Development Delivery and Management of Services and Programs**
- 5. Employee and Relationship Management**

Please visit <https://niwasa.ca> for more information!

Skills & Qualifications

- 5 years of senior management experience leading a team of Managers to implement operational and administrative procedures
- In-depth knowledge of financial budgeting and principles to develop financial models, forecasts and analysis, of strategic planning processes and of Human Resources principles and practices
- Knowledge of best practices in building a strong, consultative collaborative team and leading people and of performance development methods
- Strong strategic, financial planning and management skills
- Strong business insight to analyze and ascertain the most effective strategies for success
- Demonstrated analytical skills in financial and HR modelling
- Demonstrated knowledge of and experience with development, implementation and assessment of capital projects
- Excellent communication skills – both verbal and written
- Exceptional organizational skills and ability to manage activities for self and others
- Senior level judgement and decision-making skills with a track record of innovation and results orientation

If you believe you can make a strong contribution as the **Director of Operations**, submit your resume in confidence to **Terri Berry, Senior Consultant**, at teri@legacybowes.com quoting #223215