



ONTARIO ABORIGINAL LANDS ASSOCIATION

EMPLOYMENT OPPORTUNITY

Ontario Aboriginal Lands Association (OALA)

Position: Executive Director

The Ontario Aboriginal Lands Association (OALA) is a federally registered not-for-profit, community-based, and membership-driven organization dedicated to raising professional capacity in First Nation land management. In 1995, a small group of land managers came together to form OALA, recognizing the need for more opportunities for training and networking in land management. This profession entails an exceptional amount of responsibility in maintaining the integrity of the First Nation lands they manage while navigating the legal obligations required to effectively manage land, whether under the *Indian Act* or as signatories to the *Framework Agreement on First Nation Land Management*. Working together to build networks that support one another is the foundation of this Association.

OALA is seeking an experienced and driven individual to fill the position of Executive Director.

Location: Combination of Distributed Workplace (Work from Home/Telecommuting) Or 9119 West Ipperwash Road, Unit B, Kettle and Stony Point First Nation, Ontario, N0N 1J1

Hours of Work: 35 hours/week, Monday to Thursday. Evening and weekend work and some travel across Canada are required.

Employment Type: Full-time contract until March 31st, 2026,

Language: Fluent in English (written and oral).
Indigenous language skills are an asset.
French language skills are an asset.

Closing Date: **Until Filled**

Start Date: **TBD** - subject to the pre-employment conditions. The successful candidate will be subject to a six-month probation period.

Annual Salary: \$80,000 – 95,000 per annum, negotiable based upon the education and experience of the successful candidate

Job Description: Available upon request



Position Summary:

Lead OALA in alignment with the Board's strategic directions. Build partnerships with Ontario First Nations, regional land associations, members, government, and other organizations to advance our mission of addressing unique land management issues and related common interests while providing a forum for strategizing solutions to these challenges.

Key Responsibilities:

- Participate with the Board of Directors in developing the strategic plan and provide leadership in the implementation of the plan
- Work in partnership with the Board to develop policies and plans consistent with the organization's mandate and member expectations
- Provide information, knowledge, and advice to keep the Board informed and support Board Leads in the management of the day-to-day operations of OALA
- Oversee hiring, rewarding, disciplining, terminating, and setting up the remuneration of all association employees by policy and/or approved budgets
- Provide leadership to staff to achieve excellent service and effective programming
- Leverage funding opportunities to ensure the continued success of OALA
- Collaborate, liaise and support Ontario First Nations, whether a member or non-member, in achieving their successes
- Build and maintain relationships with key external stakeholders and lead strategic partnerships
- Leads the planning, implementation, measurement, and oversight of the goals and objectives of OALA based upon the approved strategic plan and direction from the Board of Directors
- Promote the role of NALMA and Regional Lands Associations (RLA) throughout Canada

Required Qualifications:

- A bachelor's degree in business/public administration, Higher Education, or other related field, or an equivalent combination of education and directly related experience
- Executive Management of Non-Profit: 2 years (preferred)
- Working with Indigenous Programs: 2 years (preferred)
- Working with non-profits in the Indigenous Field (preferred)
- Own transportation and a valid G driver's license with appropriate insurance
- Must be willing to work flexible hours and travel, including weekends and evenings
- A successful candidate will be required to provide a satisfactory criminal record check as a condition of employment, dated within the last three months
- Qualified persons of Indigenous ancestry will be given preference under section 14 of the *Ontario Human Rights Code*



Required Skills, Knowledge, and Competencies:

Advanced Knowledge:

- Business Management, including working knowledge of financial and human resources compliance and best practices
- Non-profit Organization and Legislative Requirements
- First Nation Lands Management (an asset)
- Communications (written & oral)

Competencies:

- Develop and evaluate business plans, proposals, budgets, reports, and work plans with a critical and analytical lens
- Advanced interpersonal and communication skills (oral and written)
- Supervisory Skills (including performance management, coaching, health and safety)
- Financial management skills
- Policy and procedure development and maintenance
- Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Teams), Adobe Pro, Internet Explorer, and various online communication and training tools
- Maintain confidentiality and ensure compliance with privacy legislation

The ideal candidate demonstrates these qualities or traits:

Self-Motivated; Takes Initiative; Effective Interpersonal Skills; Attention to Accuracy and Detail; Collaborative; Team-Focused; Client-Driven; Reliable; Organized; Maintains Confidentiality and Integrity.

Compensation:

- Salary range \$80,000 – 95,000 per annum or based upon the education and experience of the successful candidate
- Group extended health and dental benefits after six months
- Employer-matched pension contributions after six months
- Reimbursement for travel
- Training and professional development opportunities

Personal Suitability

Initiative; Effective Interpersonal Skills; Accurate; Team Player; Client Focus; Reliability; Organized, and Maintain Confidentiality



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How to Apply:

If you are interested in this position, please submit your cover letter and resume to the email listed below. We thank all applicants, but please note that only those candidates meeting the selection criteria will be contacted further.

Mail, Fax or Email the following:

- Covering Letter
- Resume
- Three current references

Send To: Jessica Pickett
Executive Director
Ontario Aboriginal Lands Association (OALA)
519-312-9615
ed@oala-on.ca

OALA is an Indigenous-led and governed organization. Indigenous candidates are strongly encouraged to apply. Non-Indigenous candidates will be expected to showcase their capacity for understanding and respectfully engaging with Indigenous viewpoints and perspectives.

As an inclusive employer, OALA is committed to providing a fully accessible and barrier-free recruitment experience. Please don't hesitate to contact our Executive Director anytime during the recruitment process to let us know if you require any accessible support or accommodation.