



Executive Director

Reports To: Board of Directors

Location: North Vancouver Island Region (position is Campbell River-based)

Employment Type: Full-Time (40 hours/week)

Salary Range: \$120,000-\$130,000 per year

Position Summary

The Executive Director (ED) provides strategic, operational, and cultural leadership to the organization, ensuring the effective delivery of employment and workforce development services across the North Vancouver Island region.

Reporting to the Board of Directors, the ED is accountable for organizational performance, financial sustainability, and compliance with complex government contracts. The ED fosters a people-centred, inclusive, and high-performing organizational culture while serving as the primary representative of the organization within the community and broader sector. The ED is an innovator and driver of strategic development.

Who we are...

Connecting people with work since 1986. With 40 years in business, North Island Employment is a cornerstone in communities building extensive partnerships with businesses, other organizations, communities and individuals in Campbell River and across Vancouver Island North. These partnerships are integral to our ability to assist people to build self-sufficiency through active and sustainable participation in the labour market and assist employers to hire the right people, with the right skills at the right time contributing to a strong, resilient and healthy community.

As an award winning organization, North Island Employment is a respected leader in workforce development and has been the recipient of numerous nominations and awards that include Business of the Year and Diversity Leadership by the Campbell River Chamber of Commerce; twice being recognized as Career Development Organization of the Year by the BC Career Development Association; and Employment Organization of the Year by the Association of Service Providers for Employability and Career Training.

Our culture is one of personal and professional excellence, mutual respect, collaboration and commitment to people and community. In addition competitive wages and vacation, extended health and dental, health and sick days, RSP matching, are part of the total compensation package.

Why Campbell River...

Voted one of the Best Cities for Work in B.C. by BC Business magazine and surrounded by majestic mountains and spectacular views of Discovery Passage, Campbell River offers a rare combination of a welcoming small town feel with large city amenities. From summer markets and events in Spirit Square to a very active arts and culture community to year-round world class recreational opportunities and affordable housing options, Campbell River is unparalleled.

If you are looking for a change in lifestyle then Campbell River and the North Island won't disappoint!

Check out all the great things Campbell River has to offer by visiting:

<http://www.campbellriver.ca/discover-campbell-river> or <https://www.campbellriver.travel/>

Our Workplace Culture...

NIEFS is committed to fostering a workplace that is:

- Inclusive, respectful, and collaborative
- Trauma-informed and people-centred
- Supportive of employee wellness
- Focused on continuous learning and improvement
- Grounded in integrity, accountability, and compassion

We welcome applications from individuals with diverse backgrounds, experiences, and perspectives and encourage candidates who reflect the communities we serve to apply.

Key Responsibilities

1. Strategic and Organizational Leadership

- Lead the development and execution of the organization's strategic plan
- Translate strategic priorities into actionable operational plans
- Anticipate and respond to changing labour market conditions, community needs, and funding environments
- Identify opportunities for growth, innovation, and program development
- Balance competing priorities and make sound decisions in a complex, fast-paced environment

2. Governance and Board Partnership

- Maintain a strong, professional relationship with the Board of Directors
- Provide clear, timely, and relevant information to support governance and decision-making
- Clearly communicate organizational challenges, risks, and opportunities
- Support Board effectiveness, policy implementation, and strategic planning
- Ensure alignment between Board direction and organizational operations & strategy

3. Operations and Contract Management

- With support of the senior management team:
 - Oversee the delivery of high-quality, client-centred employment services
 - Interpret and operationalize complex government contracts and funding agreements
 - Ensure compliance with all regulatory, reporting, and audit requirements
 - Execute continuous quality improvement and performance monitoring systems
 - Ensure effective multi-site operations and service consistency

4. Financial Stewardship

- With support of the senior management team:
 - Oversee budgeting, forecasting, and financial planning
 - Ensure responsible stewardship of public funds and organizational resources
 - Manage financial risks associated with outcome-based funding models
 - Ensure transparency and accountability in financial reporting
 - Identify opportunities for revenue diversification and sustainability

5. Human Resources and Organizational Culture

- In partnership with the senior management team:
 - Lead, mentor, and support a diverse and high-performing team
 - Foster a safe, inclusive, and respectful workplace
 - Establish clear performance expectations and provide ongoing feedback and recognition
 - Address workforce challenges, including burnout, retention, and capacity pressures
 - Promote leadership development and succession within the organization

6. Community Relations and Partnerships

- Serve as the public face and ambassador of the organization
- Build and sustain strong relationships with funders, employers, community partners, and stakeholders
- Actively engage in community networks and regional planning initiatives
- Promote the organization's mission, impact, and value within the community

7. Community Inclusion & Indigenous Reconciliation

- Foster an organizational culture of reciprocity and respectful alignment with Indigenous communities.
- Support culturally safe and inclusive service delivery
- Ensure programs are responsive to the needs of diverse and underserved populations
- Embed equity, diversity, and inclusion in all organizational practices
- Foster an environment of learning amongst the staff and board team

8. Risk Management and Organizational Continuity

- In partnership with the senior leadership team:
 - Ensure risk management systems and contingency plans are in place
 - Maintain organizational knowledge systems and documentation
 - Support leadership continuity and effective transitions
 - Maintain and optimize organizational assets

Core Competencies

NIEFS Executive Director Core Competencies will be evaluated through:

- ***Resume /CV***
- ***Interview Questions***
- ***Reference checks***
- ***Ongoing performance evaluation***

1. Leadership and People Development

- Inspire and communicate a clear vision that aligns staff, management, and the Board around organizational priorities.
- Build trust through integrity, transparency, accountability, and consistent leadership.
- Develop and empower staff by providing coaching, mentorship, support, and appropriate delegation.
- Foster a psychologically safe, respectful, and inclusive workplace where employees feel valued and engaged.
- Lead organizational change with empathy while maintaining focus, resilience, and organizational stability.
- Build leadership capacity and succession throughout the organization.

2. Strategic Thinking and Innovation

- Translate the organization's mission, vision, and strategic plan into clear organizational priorities.

- Anticipate changes in community needs, labour markets, funding environments, and government priorities.
- Identify opportunities for innovation, partnerships, and organizational growth.
- Balance strategic opportunities with organizational capacity, risk, and sustainability.
- Use evidence, data, and community input to inform decision-making and strategic direction.
- Foster a culture of continuous improvement and learning throughout the organization.

3. Operational and Business Excellence

- Support the senior leadership team to:
 - Ensure organizational systems, policies, and practices support effective and accountable service delivery.
 - Monitor organizational performance and outcomes using data and performance indicators.
 - Provide strategic oversight of risk management, compliance, and organizational accountability.
 - Promote continuous quality improvement and organizational learning.
 - Ensure organizational resources are aligned with strategic priorities.

4. Financial Stewardship

- Work collaboratively with senior leadership to develop long-term financial strategies and sustainable budgets.
- Ensure the Board receives timely, accurate, and meaningful financial information to support governance.
- Identify financial risks and opportunities while maintaining appropriate reserves and organizational sustainability.
- Support revenue diversification through partnerships, grants, contracts, and new funding opportunities.
- Promote accountability, transparency, and sound stewardship of organizational resources.
- Balance financial sustainability with the organization's mission and service commitments.

5. Relationships and Community Leadership

- Build and sustain trusted relationships with funders, community partners, employers, government, Indigenous communities, and others.
- Represent the organization professionally and effectively in public forums and collaborative initiatives.
- Foster partnerships that advance strategic priorities and improve outcomes for clients and communities.
- Communicate the organization's mission, impact, and value with clarity and credibility.
- Navigate complex relationships with diplomacy, political awareness, and integrity.
- Promote collaboration across sectors to address emerging community needs.

6. Personal Effectiveness

- Exercise sound judgment and make timely, evidence-informed decisions in complex situations.
- Remain calm, adaptable, and solutions-focused during periods of uncertainty or change.
- Balance competing priorities while maintaining focus on strategic objectives.
- Demonstrate self-awareness, emotional intelligence, and openness to feedback and continuous learning.
- Seek advice, mentorship, and diverse perspectives to strengthen decision-making.
- Model healthy leadership practices that support resilience, well-being, and sustainable performance.

7. Cultural Competency & Inclusion

- Lead with cultural humility through ongoing self-reflection, learning, and accountability.
- Foster an inclusive workplace where diverse perspectives are welcomed, respected, and valued.
- Build authentic and respectful relationships with Indigenous communities and diverse and underserved populations.
- Ensure equity, diversity, inclusion, accessibility, and cultural safety are embedded in organizational policies, leadership practices, and decision-making.
- Support leaders and staff in developing culturally responsive practices and reducing systemic barriers.

Qualifications and Experience

- Minimum bachelor degree in a relevant field
- Senior leadership experience in a nonprofit, public sector, or related environment
- Demonstrated strategic, operational, and innovative leadership
- Experience managing government-funded programs or contracts – preferred
- Experience in employment services/career development, workforce development, or social services – asset
- Certified Career Development Practitioner (CCDP) – asset

Work Conditions

The Executive Director typically works out of NIEFS' Campbell River office. Occasional travel throughout the North Island should be expected. The ED is expected to be on call, or make arrangements for, any weekend or after hour emergencies (such as problems with the building).

What We Offer

At NIEFS, we believe that strong communities are built through meaningful work, supportive relationships, and compassionate leadership. We are committed to creating a workplace culture where people feel valued, supported, and empowered to make a difference.

As Executive Director, you will have the opportunity to lead a respected and community-focused organization that is deeply connected to the North Island region and the people we serve.

Including:

- A supportive and engaged Board of Directors committed to strong governance and partnership
- A meaningful leadership opportunity with an organization that changes lives through employment and workforce development services
- The ability to shape the future direction and long-term impact of the organization
- A collaborative and values-driven workplace culture grounded in respect, inclusion, and people-first leadership
- An experienced and passionate team dedicated to serving the community
- Opportunities to build strong community partnerships and regional influence
- The opportunity to lead innovation and respond creatively to evolving labour market and community needs
- A dynamic and varied role that combines strategic leadership, community engagement, and organizational development
- Competitive compensation reflective of experience and qualifications
- Comprehensive benefits package and generous vacation entitlement
- Commitment to work-life balance, wellness, and sustainable leadership practices
- Professional development and learning opportunities
- The opportunity to live and work in the beautiful North Island region, with access to exceptional outdoor recreation and strong community connections

How to apply

Please submit a resume and cover letter detailing how you meet the requirements of this position and why you want to join the award winning team at North Island Employment as the next Executive Director!

Applications will be accepted on an ongoing basis until the position is filled.

Please address all applications to:

North Island Employment Foundations Society

Board of Directors

920 Alder Street, Campbell River, BC V9W 2P8

Fax: 250.286.3447

Email: niefsboard2026@gmail.com