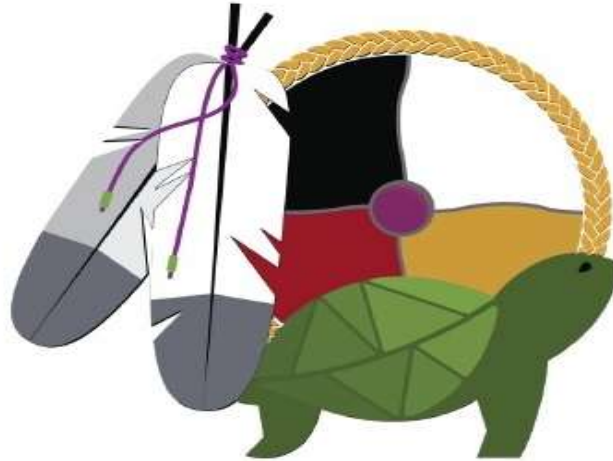




**MATAWA HEALTH
CO-OPERATIVE**

Job Description

Executive Director

PURPOSE OF THE POSITION

The Executive Director (ED) is a mission-driven leader responsible for advancing Matawa's Health Cooperative's vision of healthy, thriving communities' through culturally safe, community-led, and holistic health services. Reporting directly to the Chief Executive Officer of Matawa First Nations Management, the ED provides strategic, operational, and cultural leadership while ensuring the Cooperative remains grounded in Indigenous values, self-determination, accountability, and service excellence.

The Executive Director inspires staff, members, community leaders, Elders, Knowledge Keepers, and partners around a shared purpose of improving Indigenous health and wellness outcomes. Through values-based leadership, the Executive Director fosters a culture of trust, collaboration, innovation, and continuous learning while championing Indigenous health equity, reconciliation, and community well-being.

The Executive Director is accountable for the overall leadership, administration, financial stewardship, strategic direction, and operational success of the Health Cooperative. Working collaboratively with First Nations communities, health system partners, governments, and stakeholders, the Executive Director strengthens access to integrated, equitable, and culturally responsive health services while advancing Indigenous-led solutions to health and wellness.

Scope

The Executive Director is the senior administrative leader of the Matawa Health Cooperative and is accountable for the overall leadership and management of the Cooperative. The position provides strategic, operational, financial, and human resource leadership to ensure the delivery of high-quality, culturally safe programs and services that meet the needs of Matawa member First Nations.

The Executive Director oversees the Health and Wellness, Mental Health, Health and Social, Supportive Housing, Justice, Membership, and Veterinary departments, while fostering collaborative relationships with communities, partners, and funders and ensuring organizational accountability, effective governance, and alignment with the Cooperative's mission, strategic priorities, and Indigenous values.

RESPONSIBILITIES

Leadership Responsibilities

- Lead through integrity, humility, respect, transparency, and accountability.
- Foster a workplace culture grounded in Indigenous values, cultural safety, inclusion, and mutual respect.
- Inspire and empower staff through mentorship, leadership development, and capacity building.
- Promote a strengths-based approach that honors Indigenous resilience, knowledge, leadership, and community assets.
- Support meaningful community engagement and ensure Indigenous voices inform organizational planning and decision-making.
- Champion innovation and transformative change that advances Indigenous health and wellness outcomes.

Strategic Leadership

- Lead the development, implementation, and evaluation of the Health Cooperative's strategic plan.
- Advance Indigenous health sovereignty and support community-led approaches to health and wellness.
- Identify emerging health priorities, opportunities, and challenges affecting Indigenous communities.
- Foster innovation and continuous improvement in service delivery and organizational effectiveness.
- Champion Indigenous health equity, reconciliation, and culturally safe healthcare practices.
- Ensure organizational activities align with the mission, vision, values, and strategic priorities established by the Board of Directors.

Governance and Board Relations

- Serve as the primary liaison between the Board of Directors and the organization.
- Support the Board in governance, policy development, strategic planning, and organizational accountability.
- Provide regular reports and recommendations regarding organizational performance, finances, risks, and strategic opportunities.
- Ensure compliance with the Health Cooperative's bylaws, policies, funding agreements, and applicable legislation.
- Support effective governance practices and informed decision-making.

Operational Leadership

- Oversee the day-to-day operations of the Health Cooperative and ensure effective service delivery.

- Develop and implement organizational policies, procedures, and operational plans.
- Ensure high standards of quality, safety, cultural responsiveness, and client-centered care.
- Monitor organizational performance and implement systems to measure outcomes and impact.
- Lead risk management, quality improvement, and organizational development initiatives.

Financial Stewardship

- Develop and manage annual budgets in collaboration with the Board and leadership team.
- Ensure sound financial management and accountability for organizational resources.
- Monitor financial performance and provide regular reporting to the Board.
- Identify and pursue funding opportunities, partnerships, and revenue-generating initiatives.
- Ensure compliance with all funding agreements, reporting requirements, and audit processes.

Human Resources Leadership

- Lead, mentor, and support a multidisciplinary team of managers, health professionals, and support staff.
- Foster a respectful, inclusive, culturally safe, and collaborative workplace.
- Support employee development, succession planning, and leadership capacity-building.
- Ensure compliance with employment legislation, workplace health and safety standards, and organizational policies.
- Promote employee wellness, engagement, and retention.

Community and Stakeholder Engagement

- Build and maintain strong relationships with our communities, members, Elders, Knowledge Keepers, leadership, and partners.
- Represent the Health Cooperative with government ministries, health authorities, Indigenous organizations, and external stakeholders.
- Advocate for Indigenous health priorities and equitable access to healthcare services.
- Facilitate meaningful engagement with members and stakeholders to ensure services remain responsive to community needs.
- Promote collaborative partnerships that strengthen health outcomes and service integration.

Indigenous Cultural Leadership

- Ensure Indigenous knowledge, teachings, traditions, and community priorities are reflected throughout organizational operations.
- Promote culturally safe and trauma-informed approaches to service delivery.
- Engage Elders, Knowledge Keepers, and community representatives in planning and decision-making processes.
- Champion reconciliation, anti-racism, and Indigenous cultural competency across the organization.

QUALIFICATIONS AND REQUIREMENTS

Education

- Master's degree in health administration, Public Health, Business Administration, Indigenous Governance, Social Sciences, or a related field.
- An equivalent combination of education, experience, and Indigenous community leadership experience may be considered.

Experience

- Minimum of 7–10 years of progressive senior leadership experience in healthcare, Indigenous organizations, community services, public sector, or non-profit environments.
- Demonstrated experience working with Indigenous communities and organizations.
- Proven experience in strategic planning, organizational leadership, governance support, and financial management.
- Experience managing multidisciplinary teams and fostering positive workplace culture.
- Experience building partnerships with governments, health organizations, Indigenous communities, and funding agencies.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The successful candidate will possess:

- Strong knowledge of Indigenous health, wellness, and community development principles.
- Understanding of First Nations, Métis, and Inuit cultures, histories, governance structures, and contemporary issues.
- Knowledge of Indigenous health priorities, social determinants of health, health equity, and reconciliation frameworks.

- Understanding of the Ontario healthcare system, Indigenous health organizations, and relevant funding and policy environments.
- Knowledge of cooperative governance principles, non-profit management, and board governance practices.
- Familiarity with culturally safe, trauma-informed, and community-centered approaches to service delivery.
- Understanding of applicable legislation, regulations, and standards related to healthcare, privacy, human resources, occupational health and safety, and organizational accountability.

Skills and Abilities

- Financial analysis and strategic planning.
- Budget development and management.
- Financial reporting and presentation.
- Leadership and staff supervision.
- Project management and organizational skills.
- Negotiation and relationship management.
- Policy development and implementation.
- Conflict resolution and problem-solving.
- Written and verbal communication.

WORKING CONDITIONS

Physical Demands

- Frequent sitting, standing, walking, and computer use for extended periods.
- Ability to travel regularly by vehicle and commercial aircraft to attend meetings, conferences, community engagements, and organizational events.
- Occasional lifting and carrying of materials, equipment, or supplies up to 20 lbs. (9 kg).
- Ability to move between office environments, healthcare facilities, meeting locations, and community settings.
- Capacity to participate in community events, gatherings, and site visits that may require extended periods of standing or walking.

Environmental Conditions

- Work is performed in a combination of office, community, healthcare, and remote settings.
- Frequent travel to Matawa First Nations communities and other locations throughout Ontario, including rural, remote, and fly-in communities, may be required.
- Exposure to varying weather conditions and travel-related challenges associated with remote and northern locations.

- Occasional work outside of regular business hours, including evenings and weekends, to support Board meetings, community engagement activities, and organizational priorities.
- Work environment requires flexibility to adapt to changing schedules, community needs, and operational priorities.

Sensory Demands

- Prolonged periods of computer use requiring visual concentration and attention to detail.
- Frequent participation in meetings, presentations, consultations, and community engagement sessions requiring active listening and verbal communication.
- Regular review and analysis of reports, budgets, policies, strategic plans, and other detailed documents.
- Ability to maintain focus and concentration while managing multiple priorities and interruptions.
- Frequent interaction with diverse stakeholders in both virtual and in-person environments.

Mental Demands

- Ability to manage complex organizational, operational, financial, and strategic issues simultaneously.
- High level of responsibility for organizational performance, stakeholder relationships, and decision-making.
- Capacity to exercise sound judgment and make informed decisions in dynamic and sometimes ambiguous situations.
- Ability to manage competing priorities, deadlines, and organizational demands while maintaining professionalism and composure.
- Frequent requirement to address sensitive, confidential, and culturally significant matters with discretion and respect.
- Ability to lead through change, navigate complex stakeholder environments, and respond effectively to emerging challenges.
- Commitment to fostering positive relationships and supporting reconciliation, health equity, and Indigenous self-determination through collaborative leadership.
- Emotional resilience and adaptability to effectively support staff, communities, partners, and the Board of Directors in a fast-paced and evolving environment

CERTIFICATION

 Employee Signature	 Supervisor's Title
 Printed Name Date	 Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
 Executive Director's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.