



Noongwa
Wellness

Noongwa Gamig Inc. • Neyaashiinigiing, Ontario

JOB POSTING

Executive Director

Salary Range: \$96,387 to \$109,737 (plus benefits)

BACKGROUND

Noongwa Gamig Inc. (Noongwa) is an Indigenous-led not-for-profit founded to create a place-based Indigenous Lifestyle Medicine Facility that integrates culturally safe, wholistic, and accessible health care serving Neyaashiinigiing and surrounding communities. Noongwa Wellness is a space where primary health care services honour inner abundance, health and healing as a continuum inclusive of mind, body, emotion and spirit, while supporting the functional, social and community aspects of wellbeing.

POSITION OVERVIEW

The Board of Directors is seeking a full-time Executive Director. This new and exciting leadership position was created to lead Noongwa in advancing its mission, overseeing operations, managing staff, and ensuring financial sustainability.

The Executive Director is accountable for organizational administration, operations, finance, human resources, governance support, fundraising, compliance, and external relations. The Clinical Director is accountable for clinical leadership, professional standards, clinical quality, and clinical supervision. Together, the Executive Director and Clinical Director work collaboratively to advance Noongwa's mission and strategic priorities.

The Executive Director role requires a self-directed leader who can operate effectively in a small organization with limited administrative infrastructure.

HIGHLIGHTS OF JOB DESCRIPTION

Strategic and Operational Leadership and Management

- Co-lead the organization's strategy development and planning processes, guided by the Board and in partnership with the Clinical Director.
- Lead operational planning

Board Governance Support

- Support the governance leadership of the Board of Directors, including supporting Board and Committee meetings, preparing briefing notes and ensuring materials are provided in a timely and accurate manner.
- Keep Noongwa's governance policies updated and reviewed regularly.
- Ensure Noongwa follows its compliance requirements.

Financial and Operational Management and Oversight

- Develop and manage annual operations budgets and oversee creation of financial statements for the Finance and Audit Committee.
- Ensure business processes and financial policies and controls are documented and followed.
- Oversee software and technical support as required to optimize clinic operations, and work closely with external IT partners to maintain optimal clinical interfaces and minimize risk.
- Keep insurance policies, lease agreements and all related operational requirements updated, ensuring appropriate documentation and tracking.
- Ensure compliance with applicable privacy legislation and standards governing personal health information, employee information, donor information, and organizational records.
- Oversee administrative systems that protect the confidentiality, security, and integrity of organizational information.
- Ensure compliance with all funder requirements and reporting.

Revenue Generation and Fundraising

- Oversee the development and implementation of revenue strategies and fundraising activities, with a focus on the Capital Campaign to build the Noongwa Wellness Centre.
- Support all Noongwa's fundraising efforts, including presenting at fundraising events, personally engaging with donors and prospects and ensuring all inquiries around donations and fundraising activities receive a response and follow-up.
- Establish financial processes and documentation that support fundraising.
- Participate in proposal development as required to meet Noongwa's operational and program needs.

Human Resources Oversight

- Human resources responsibilities, including recruitment, performance management, and staff development for all employees (including full-time, part-time, contractors).
- Oversee payroll, budgeting, HR, Occupational Health and statutory reporting.
- Ensure the development and implementation of human resources policies, procedures and practices.

Community and External Relations & Communications

- Ensure a positive relationship within the territory and across health systems partners.
- Develop and steward strong relationships, alliances, and service-delivery partnerships with external stakeholders and other community service agencies.
- As a co-leader with the Clinical Director, serve as a champion, ambassador and spokesperson as required.
- Ensure communications planning and implementation, from web presence to social media channels and other tools (e.g. community newsletters, focus groups, and events).

Support to the Clinical Director

- Provide support to the Clinical Director in ensuring all clinical protocols and related standards are fulfilled and that the organization is equipped to provide culturally safe healthcare services, integrating traditional knowledge into operations.
- Ensure all records management and reporting requirements for programs and services are fulfilled.

Other Responsibilities

- Lead and support special projects and initiatives as these emerge from time to time.

WHAT YOU BRING TO THIS ROLE

- Lived experience as a First Nations, Métis, or Inuit person is strongly valued, and brings irreplaceable perspective to leading this organization. Understanding of Anishinaabe culture, values, and ways of knowing, or a demonstrated commitment to deepening that understanding through relationship and learning.
- Experience working within or alongside First Nations communities, with an appreciation for the relationships, protocols, and governance structures that shape community-based work. Prior experience in a reserve-based or First Nations-governed setting is a significant asset.
- 5+ years' experience in supervisory, management or leadership roles, preferably in a health care environment. Experience in the field of primary or community health care is an asset.
- Demonstrated competency in digital health and/or information technology literacy related to IT infrastructure, software and data.
- Strong interpersonal, communication and organizational skills.
- Exceptional diplomacy skills to manage external stakeholder relationships.
- The ability to think strategically and adapt to changing circumstances.
- Self-reliant and self-driven with ability to work in operations and at a strategic level.
- A solid understanding of financial management and budgeting.
- Ability to promote Noongwa and to create buy-in; ability to inspire and motivate staff and volunteers is crucial.
- Excellent verbal and written communication skills are necessary for engaging with stakeholders, including board members, partners, and the community.
- Advanced MS Office skills – Outlook, Word, Excel and PowerPoint. TELUS EMR aptitude an asset.

ASSETS

- Previous experience working with the Government of Ontario as a transfer payment recipient.
- Experience working with the Ministry of Health and other partners, and in the nonprofit sector.
- Familiarity with Two-Eyed Seeing (Etuaptmumk) and/or experience integrating Indigenous knowledge systems alongside Western health frameworks.
- Spoken or working knowledge of Anishinaabemowin.
- Nonprofit Board experience – building and supporting boards and board development.

EDUCATION

- University degree in health science program, health care administration or equivalent combination of education and leadership experience.

WHAT NOONGWA OFFERS YOU

- Annualized compensation of \$96,387 to \$109,737, plus HOOPP pension.
- Vacation – 4 weeks to start (including December/New Year break).
- Cultural leave days.

- Benefits including extended Health & Dental.
- Professional development support to ensure role success.
- A dedicated Board of Directors.

Noongwa is an Indigenous-led organization that gives hiring preference to First Nations, Métis, and Inuit candidates, and to members of the Chippewas of Nawash Unceded First Nation. We welcome applications from all qualified individuals who share a commitment to culturally safe, community-rooted care.

This hiring preference is exercised pursuant to Section 16(1) of the Canadian Human Rights Act. Applicants are encouraged to self-identify in their cover letter.

HOW TO APPLY

Interested applicants are invited to submit their resume and cover letter addressed to the Chair, Board of Directors, no later than **July 20, 2026**, by email to:

tchegahno@noongwa.ca

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, Noongwa will provide accommodation throughout the recruitment and selection process as required.

Full Job Description will be made available to applicants.