Tatamagouche Centre, Executive Director
Job Description

Who we are

Tatamagouche Centre is a spiritual and justice-oriented retreat centre which invites and challenges people from diverse backgrounds to personal wholeness, right relations, respect for creation and justice in the world.

Tatamagouche Centre offers radical hospitality on 15 beautiful acres at the convergence of the French and Waugh Rivers. We have been a sacred Mi'kmaq gathering place for thousands of years and sit on unceded, unsurrendered Mi'kmaw homeland.

We are a charitable, non-profit organization and an Incorporated and Affirming Ministry[1] of the United Church of Canada (UCC), who opened the Tatamagouche Centre and others across the country. These education centres have grown to play an important role in UCC's learning about how to live in right relations with all people. The Tatamagouche Centre has led, most notably, in its Peace and Friendship work which began in 2002. This work is focused on peace, justice and mutuality among Indigenous and non-Indigenous people and groups in the Maritime region.

Although there is no requirement of religion or belief, the Executive Director needs to build an understanding of the Centre's relationship with the UCC. We are a place of spiritual connection for all peoples; a person who is intentional about their spiritual growth would bring a lived understanding of what the Tatamagouche Centre offers to others. For decades, we have been an inter-faith centre, providing radical hospitality to people of diverse faiths, communities, racial backgrounds, age and lived experience. We are 2SLGBTQIA+ affirming and have committed to an anti-racism, anti-oppression mandate.

We believe that magic is possible when we come together on the land to learn, deepen our practices, rest, renew and retreat. Tatamagouche Centre is a place for activists, artists, front line workers, healers, faith leaders, families and others. We offer programs, training events and gatherings related to our mission, and host events and activities for other mission-aligned organizations.
We are at an historical and sacred time in our history. Tatamagouche Centre has committed to a journey towards Rematriation (land back) of the land, which requires dialogue and action between the Women of First Light (a charitable organization of Wabanaki Clan Mothers), Young Indigenous Women and friends, the UCC, and other partners. At this time, we are considering the ways we can sweeten the soil for this Rematriation process, involving our people and culture, programs and governance.

[1] An Affirming Ministry is a designation by the United Church of Canada for groups who intentionally engage in building full welcome and inclusion of all people.

The role

In this historic and sacred time, we seek an Executive Director who will lead the Centre's operations, administration, and financial stewardship. Our new ED will work in alignment with the vision and processes that have been built by co-directors (outgoing), staff team, board and communities central to the Centre over the past several years.

Who you are

You are deeply informed by principles of decolonization, anti-oppression and anti-racism, and have experience working within or alongside a diversity of communities—especially those who have been marginalized—in moving towards reconciliation, healing and new futures.

You care about building meaningful relationships and creating the conditions for teams to thrive. You are self-aware, have strong interpersonal skills and feel comfortable working both independently and as part of a tight-knit team.

You are both relational and practical. You care deeply about the interwovenness of spirituality, justice, community, dialogue, learning and exploration.

You have strong financial skills and an understanding of risk management for non-profit organizations.

You have the following skills:

- Ability to support the ongoing growth and development of staff
- Ability to work with collaborators with an anti-racism, anti-oppression, equity approach
- Competence in preparing and analyzing financial statements and budgets, and recognizing financial opportunities and threats
- Program management (to support staff responsible for program development and hosting)
- Grant writing and reporting combined with social business acumen
- Fundraising skills and experience
- Proficiency in computer software, including Microsoft Office, G-Suite, social media, and presentation software

Responsibilities

- Embody and convey the Centre's purpose and values
- Guide staff work to carry out our strategic directions (e.g., green retrofit, land-based and youth-focused programming, Rematriation)
- Support the Centre's staff team (including contracted staff) by leading a collaborative workplace:

- Hire and supervise staff
- Support staff members' leadership in their portfolios (social business, facilities management, hospitality, programs & partnerships, kitchen), and integrate their work into Centre strategies and operations
- Solidify and streamline HR practices and processes (building on the strong foundation we have built over the past several years)
- Facilitate annual performance reviews
- Support conflict resolution processes and ensure the living out of policies around anti-racism and anti-oppression in the organization.

- Work closely with the Rematriation Lead to support our Rematriation journey, and align Centre planning, operations and programming with this shared vision
- Connect to and steward organizational relationships with:
  - ➢UCC
  - ➢Community partners in this region
  - ➢Other UCC retreat centres and the Retreat Centre Collaborative, a coalition of North American retreat centres
  - ➢Black Leadership Advisory Council and BIPOC communities in the Maritimes
  - ➢Funders
- Collaborate with the bookkeeper and Board to oversee finances, manage project funding, create an annual budget and manage cash flow
- Report to the Board and support committee work on governance, people and culture, fundraising, finances and programming
- Seek out funding opportunities to support Centre operations, barrier-free access to programs and the journey towards Rematriation (including writing grants and grant reports)

Conditions of Employment

- 37.5 hrs/week: typically, Monday-Friday, but some flexibility needed for occasional weekend and evening work.
- Salary: $65,000, 3-weeks vacation, 1 week leave for professional development, statutory holidays, and an openness to time off for personal obligations.
- The Centre is closed between Christmas and New Year's
- Health and dental benefits
- Overtime hours compensated with "in-lieu" time off
- Support for life-long learning and professional development at $500 per year
- Support from a committed Board of Directors and staff team
- Private office with a beautiful view of Tatamagouche Bay!

Tatamagouche Centre is committed to practices of equity, anti-racism and anti-oppression. We are particularly interested in Mi'kmaq, Wolastoqey and other Indigenous candidates. We encourage applications from equity-deserving groups including African Nova Scotians and those of African descent, other racialized people, 2SLGBTQ+ people and persons with disabilities. If you are a member of an equity deserving group and feel comfortable

doing so, please self-identify in your cover letter. If you seek accommodations for the interview process, please indicate in your letter.

Please submit your cover letter, 2 references and resume by **January 5, 2024**, indicating your interest and suitability for this position. The position will be open until filled, with a desired start date of March 1, 2024. Send to recruitment@tatacentre.com.

If you have any questions, please don't hesitate to contact us at recruitment@tatacentre.com.