



Executive Director

Winnipeg, Manitoba

The Executive Director manages and over sees all Manitoba Inuit Association (MIA) activities under the guidance of the Board of Directors. Executing the strategic direction, goals and objectives of the organization as directed by the Board.

Primary Job Functions:

Leadership & Communication :

- Responsible for clearly communicating MIA's vision and values to the membership;
- Work with the Board of Directors to develop strategies for achieving mission goals and financial viability.
- Demonstrate commitment to the Inuit community and advocate for the needs of Inuit living in Manitoba in providing a strong and informed voice on committees, boards and projects as appropriate
- Provide leadership and direction in the planning, implementation and evaluation of Inuit community programs and services, incorporating input from staff, Community, and other key stakeholders that align with the mission, values and goals of MIA, to help build healthy Inuit families and community.
- Foster strategic partnerships with allied community agencies and stakeholders, provinces and territories, Inuit land claim organizations and other national and provincial/territorial Inuit organizations and allied Indigenous organizations across Canada.
- Ensure close communication and collaboration with other key associations and stakeholders.
- Develop and maintain strong relationships with IK's membership, community, funders and provincial and federal governments.

Planning, Operations & Reporting:

- With direction from the Board of Directors, develop and execute a long term strategic plan with defined initiatives and activities.
- Continue to evolve and develop the organization's structure to align with medium and long term vision and organization/community goals;
- Initiate and support research with Inuit in Manitoba to identify priorities and program needs for Inuit living in Manitoba.
- Manage, mentor and empower staff in accordance with IK's human resource policies and performance management process;
- Ensure financial and administrative controls are in place.
- Ensure financial management of programs and services and proactively seek out diverse funding sources to sustain programs, including grants and funding opportunities.
- Lead with the development of the agenda and assist the Chair of the Board, as required, for regular board meetings and Annual General Meetings;
- Report on operational activities to the Board of Directors.
- Oversee and support all communication efforts including social media and publications, events, and programming.

Education, Experience Skills & Knowledge:

- Inuit beneficiary from one of the Land Claim Settlement regions in Canada.
- Minimum of 5 year's-experience in a leadership role in a not for profit/NGO
- Post-secondary education an asset
- Working knowledge and experience with Inuit IQ principles.
- Knowledge and understanding of Indigenous culture and traditions and the impact of colonization on the health and well-being of Indigenous individuals and families
- Bilingual – Inuktitut/English is an asset. Exceptional verbal and written communication skills.
- Strong leadership skills
- Experience working for a not for profit and Board of Directors
- Experience raising funds, writing funding proposals and grants, and managing budgets.
- Experience in building strategic partnerships with key stakeholders, community and partners.
- Self-starter; highly motivated
- Proficient in Microsoft Office (Excel, Word, and Outlook)
- Innovative and strategic thinking, with strong collaboration, problem-solving and negotiation skills.
- Excellent organizational skills; Ability to multi-task and prioritize
- A positive and team-oriented attitude

Working Conditions:

- Work in an office environment with a flexible balance between office and working from home as required.
- Travel may be required across Canada.
- May require long and/or irregular hours including attendance at numerous functions.
- Shifting demands and priorities, must be flexible and adapt to change
- Frequent interruptions
- Driver's license and access to a vehicle is required

How to Apply:

Please apply by emailing your

cover letter and resume in confidence to Phaedra Propp; ppropp@peoplefirsthr.com.

For further information, feel free to contact Janelle Robin at 204-938-4034.

We thank all applicants for their interest; however, only those selected will be contacted.