

Saturviit Inuit Women's Association of Nunavik



EXECUTIVE DIRECTOR

Saturviit Inuit Women's Association of Nunavik is seeking an Executive Director. This person will be the top level manager, reporting to the Board of Directors. She will be responsible for the effective involvement of the association in important socio-political files concerning Nunavik women and for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors.

We are looking for an experienced leader in the not-for-profit sector with clear vision, the ability to inspire and supervise a small staff, and contract workers, plus the ability to build effective partnerships with regional organizations, governments, and other organizations. The Executive Director will be a resource person to the Board of Directors, and will be familiar with and can speak eloquently about issues concerning women in Nunavik.

Saturviit is a regional non-profit organization that represents the interests of Nunavik women. The organization works towards positive change in social and economic conditions affecting Inuit women. It does this through advocacy, representation, support for community projects, by undertaking and partnering on regional initiatives. We are funded through a number of contribution sources. Visit www.saturviit.ca to find out more about Saturviit and its activities.

RESPONSIBILITIES --

Reporting to the Board of directors, the Executive Director is responsible to implement the strategic goals and objectives of the organization and to act as a resource person to the Board of Directors. In addition to working with the Board to fulfill its governance function, scope of the job covers, but are not limited to:

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization;
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization;
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities;
- In addition to the Board of Directors, act as a spokesperson for the organization;
- Conduct official correspondences on behalf of the Board as appropriate and jointly with the Board when appropriate.

Community relations/advocacy

- Communicate with stakeholders to keep them informed of the work of the association;
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization;
- Follow-up on socio-political files concerning Nunavik women and involve the association in new files if needed by our partners or by the context;
- Publicize the activities of the association, its programs and goals;
- Represent Saturviit and its membership at meetings, on committees and in working groups;
- Together with Saturviit's staff and executive board members, attend to official correspondence of the organization.

Operational planning and management

- Oversee the planning, implementation and evaluation of the organization's activities;
- Ensure that the activities offered by the association contribute to the association's mission and reflect the priorities of the Board, partners and members;
- Propose and oversee the development of new programs related to women and child advocacy;
- Oversee the efficient and effective day-to-day operation of the organization;
- Provide support to the Board by preparing meeting agenda and supporting materials;
- Oversee the production of activity and financial reports required by funding sources, by the governments, and the Board.

Human resources planning and management

- With the collaboration of the Assistant Executive Director, determine staffing requirements for organizational management and program delivery;
- Collaborate with the Assistant Executive Director in recruiting, interviewing and selecting staff that have the right technical and personal abilities to help further the organization's mission;
- Collaborate with the Assistant Executive Director in coaching and mentoring staff as appropriate to improve performance.

Financial planning and management

- Work with staff and the Board to prepare annual and multi-year budgets; ensure the organization operates within budget guidelines;
- Research funding sources, and oversee the development of fund raising plans;
- Ensure adequate funds are available to permit the organization to carry out its work;
- Approve expenditures within the authority delegated by the Board.

QUALIFICATIONS --

We are looking for an individual with relevant skills, practical knowledge, a combination of education and experience that will serve the association, such as:

- demonstrated interest in Inuit women's issues, child advocacy, social economy, and other areas relevant to the work of Saturviit;
- oral and written communication skills;
- strong leadership and management abilities;
- demonstrated ability to work constructively and collaboratively with a Board, staff, volunteers and funders;
- ability to envision strategic, as well as operational implications of the work;
- experience in budget preparation, fundraising, fiscal management and reporting;
- working knowledge of office and communications technology;
- positive approach to others, professional, ability to work independently;
- flexible and adaptable, to rise to new challenges and undertake new projects when needed;
- the position is open to both men and women;
- languages: Inuktitut preferred, business English ability, French useful;
- if equally qualified candidates apply, priority will be given to JBNQA beneficiaries.

WORKING CONDITIONS --

Travel throughout Nunavik and occasionally outside of Nunavik will be required. Saturviit Directors live in seven different communities, meeting often by telephone, and face-to-face two or three times a year. This is a full-time job. Salary is based on the candidate's experience and qualities brought to the association (range of \$60,000 to \$75,000 per year with a modest northern allowance to offset cost of living differential, plus 4 weeks annual paid vacation.

Saturviit plans to establish an office in the Executive Director's community if possible. Until then, an allowance for office expenses is available. All travel expense required to carry out the work will be covered.

TO APPLY --

Send resume, covering letter, and contact information for 3 references to:

Executive Director Hiring Committee
executive@saturviit.ca

Deadline November 20, 2017. Only candidates of interest will be contacted.