



EXECUTIVE DIRECTOR

The Gwich'in Renewable Resources Board (GRRB) is a co-management Board located in Inuvik, Northwest Territories responsible for wildlife, fish and forest management in the Gwich'in Settlement Area (GSA). We are a cross-cultural team that is committed to building strong relationships with respect, compassion, and integrity. The GRRB is seeking a motivated leader to join our office as the Executive Director.

Main responsibilities:

- Manage the daily operations of the Board
- Manage human resources including recruitment, supervision, and performance management
- Manage project budgets (including an operating budget) of approximately 1.5 million dollars
- Manage and maintain respectful and meaningful relationships with co-management partners
- Ensure annual reporting requirements are met
- Pursue additional funding, as required
- Manage financial contribution agreements
- Work with investment managers to manage the Wildlife Studies Fund (WSF) worth 3 million dollars
- Administer annual project allocations from the WSF based on Board decisions
- Organize Board meetings (usually two face-to-face and four teleconferences per year)
- Manage Board subcommittees and their meetings (i.e., finance subcommittee meets quarterly)
- Ensure a proper record of minutes is maintained for all Board meetings
- Ensure Board members have relevant briefing documents to properly prepare for meetings
- Implement Board decisions through staff work plans
- Provide advice and guidance to the Board, as requested by the Board
- Implement Board policies

Requirements:

- Undergraduate degree in biology or administration with at least 5 years related work experience. A combination of work experience and education will be considered.
- Sound understanding of the Gwich'in Comprehensive Land Claim Agreement (GCLCA)
- Experience with human resources management
- Experience with financial management including funding proposals, budget development and reporting
- Excellent writing, communication, and organization skills
- Demonstration of leadership skills and supervisory experience
- Northwest Territories Class 5 Driver's license or equivalent
- Security clearance/Criminal Records Check will be required
- Candidate must be eligible to work in Canada

Assets:

- Priority will be given to qualified Participants of the GCLCA and residents of the NWT
- Experience working in the Canadian north and with northern indigenous communities
- Experience (education/work/life) in renewable resources management
- Experience with Sage Accounting software
- Valid standard First Aid certificate (or higher)
- Master's degree or higher in a relevant field of study

Status: 1 year term (full-time) with possibility of extension

Starting Salary: \$110,000 per year

Benefits: Northern Allowance (\$15,279), relocation package, RRSPs, health and benefits coverage, training opportunities

If you are interested in this exciting opportunity, we encourage you to check out our website at www.grrb.nt.ca. Please direct your inquiries or submit your application with a cover letter and resume to:

Gwich'in Renewable Resources Board – Attention Amy Amos
P.O. Box 2240, Inuvik, NT, X0E 0T0
Phone: (867) 777-6600 extension 2 Email: aamos@grrb.nt.ca

Closing Date: Monday, August 30, 2021 by midnight (MST)