



EXECUTIVE DIRECTOR

The Gwich'in Renewable Resources Board (GRRB) is a co-management Board located in Inuvik, Northwest Territories (NWT) 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 that a proper record of minutes is maintained for all Board meetings
- Ensure that 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
- Experience with financial management, including funding proposals, budget development and reporting

Assets:

- Priority will be given to qualified Participants of the GCLCA and residents of the NWT

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 Wanda McDonald, Executive Director
P.O. Box 2240, Inuvik, NT, X0E 0T0
Phone: (867) 777-6600 extension 2 Email: wmcdonald@grrb.nt.ca

Closing Date: Monday, September 2, 2022 by midnight (MST)