

EMPLOYMENT OPPORTUNITY

Executive Director

The Gwich'in Renewable Resources Board (GRRB) is a co-management board located in Inuvik, Northwest Territories, which is 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 (Applicants MUST demonstrate they meet the following):

- 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 (Preference will be given to applicants that meet the following):

- Priority will be given to qualified Participants of the Gwich'in Comprehensive Land Claim Agreement and residents of the Northwest Territories.
- 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

Starting Salary: \$110,000 per year

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

Closing Date: **Friday, February 3, 2023 by midnight (MST)**

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

Gwich'in Renewable Resources Board

Attention: Robert Charlie-Tetlich, Chairperson

recruit@grrb.nt.ca

Box 2240, Inuvik, NT, X0E 0T0

867-777-6600

