

At the Gwaii Trust Society, we believe in the power and value of diversity. We take pride in the culture we're cultivating within our organization as we celebrate the differences that bring us closer together. Gwaii Trust is an equal opportunity employer and encourages Indigenous peoples and the members of other equity-seeking groups to apply.

The Gwaii Trust Society is a non-profit society that owns and manages a multi-million-dollar perpetual fund for the benefit of all the people of Haida Gwaii. The fund generates investment income, and the Society distributes part of that income every year through a variety of grant programs. More information on Gwaii Trust can be found on our website: www.gwaiitrust.com.

Position Summary

Position type: Permanent, full-time

Location: Skidegate

Salary: \$150,000 - \$180,000 per annum

Deadline to apply: October 1, 2024, at 11:59 pm

This job description can be amended at any time by the Society. The Executive Director is responsible for the Society's strategic vision and plan generally and accordingly their job duties may vary from time to time depending on the Society's circumstances.

Overview

The Executive Director (ED) is responsible for implementing the strategy set out by the Board of Directors, advancing the vision and leadership of Gwaii Trust, Athlii Gwaii Legacy Trust and Haida Gwaii Community Foundation (HGCF) through effective organizational strategy and performance. The ED is responsible for working to enhance the organization's existing resources, reputation, credibility and relationships to successfully implement the strategic agenda for social, economic and environmental change. Furthermore, the ED is committed to advancing an organizational culture that is collaborative, innovative, and designed to build inclusive engagement, opportunities and partnerships for First Nations peoples. This position requires partnership with the COO, providing positive leadership to all staff, and liaising with external stakeholders, including provincial, municipal, and regional governments, non-governmental organizations, and other entities in BC, and across Canada.

The ED reports to the Board of Directors, with the immediate supervisor being the Chair, via the Executive Committee.

Primary Responsibilities

Board Governance & Strategic Leadership

- Drive the strategic planning process for Gwaii Trust by identifying short and long term, driving the design and development of the strategic business plan, policies, and programs to meet the Society's objectives.
- Create, implement, and monitor the organization's strategic plan and financial plan, including business strategies that accomplish the organization's goals.

- Identify risks, key performance indicators, budgets, and other resource requirements.
- Evaluate the effectiveness of the strategic plan; measure and regularly report on progress to the Board; seek out and implement organizational performance improvement opportunities.
- Act as the chief advisor to the Board on strategic matters.
- Prepare for, and attend all Board meetings and committee meetings, as required.
- Engage with the Board Chair to plan and prepare for Board meetings and discuss ongoing issues and opportunities.
- Ensure organizational compliance with all legal and regulatory requirements, governance policies established by the Board, and organizational policies.
- Support the Board's success, including timely identification of emerging industry issues or organizational risks, recruitment and orientation of new Board members, and preparation of materials for Board agendas.
- Build and maintain a strong relationship of mutual respect and trust with the Board.
- Support the Board and its committees, including fiduciary responsibilities, governance, policies, proposals, and projects for consideration, risk management and decision-making.
- Collaborate with the Board to increase the organizational profile and partnership opportunities.
- Act as the Society's Secretary-Treasurer in accordance with its Bylaws Article 9.4.

Financial Leadership

- Oversee the organization's finances, including operating and capital budgets, reserve accounts, investment portfolios, and financial statement preparation; prepare quarterly updates for the Board.
- Establish budget and forecast preparation guidelines and prepare annual budgets for approval by the Board of Directors.
- Administer the funds of the organization according to the approved budget and monitor the weekly cash flow of the organization.
- Provide regular reports on the budget to actual expenditures to the Audit Committee and Board of Directors and year-end financials for Athlii Gwaii, Gwaii Trust, and Haida Gwaii Community Foundation.
- Monitor the performance of the Society's investment portfolio; oversee the actuary to ensure proper investment manager selection and review, benchmarking, asset mix review and investment policies.
- Ensure fund oversight, reporting on fund values on a monthly basis, meeting with Fund managers, ensuring appropriate cash flow and rebalancing and compliance with SIPP.
- Oversee the financial, operational, and filing requirements for Athlii Gwaii, year-end financials for Athlii Gwaii, Gwaii Trust and Haida Gwaii Community Foundation.
- Ensure all risk mitigation strategies are in place, including appropriate insurance coverage, segregation of duties and legislation compliance.

Community and Government Relations

- Build and advance organizational brand recognition to support and increase engagement across programming and services.
- With the Board Chair, act as the spokesperson of the organization.

- Planning timely and effective community engagement regarding the Athlii Gwaii Legacy Trust.
- Providing analysis and proposals derived from community engagement for review by the Board of Directors.

Human Resources

- Advance the Human Resources strategy for employees and volunteers, including recruitment, talent management, compensation, and employee performance.
- Support the COO to build and manage a high-performance team of staff and volunteers, establishing staff performance goals, and accountability measures.
- Foster a positive, respectful, and effective workplace culture that supports, empowers, and engages all employees.

Fund Development and Management

- Represent the organization and work with donors or grantors to bring in additional funding to the HGCF or Gwaii Trust.
- Develop fund agreements for HGCF donors.
- Continuously update information related to fund management, potential financial funding partnerships, foundations, government granting agencies, and other potential funding outlets.
- Prepare annual statements for donors or endowment holders.
- Monitoring developments in negotiations between the Council of Haida Nation, Canada and British Columbia for synergies and opportunities for the Society.
- Conduct research and development in areas as directed by the Board.

Qualifications

Education and Experience

- A Master's degree, in a relevant field (is desirable) or a minimum of 7+ years of senior leadership experience or an equivalent combination of experience, education and skills will be considered.
- Knowledge of strategic and operational planning in combination with Board governance, financial oversight, community engagement, and fund development.
- Excellent interpersonal communication and team-building skills, with a commitment to building a positive and effective organizational culture.

Knowledge, Skills and Abilities

- Demonstrated understanding of the fund and grant development and knowledge of non-profit management.
- Deep commitment and passion for Gwaii Trust's vision to advocate and support an Islands community characterized by respect for cultural diversity, the environment, and a sustainable and increasingly self-sufficient economy.
- Demonstrated ability to convey a vision that builds engagement as well as develops and leads others through a strategic plan that aligns with the organization's vision, mission, and values.

- Demonstrated experience leading and/or operating in a service organization with complex internal and external stakeholders, including government, business, community agencies and groups, etc.
- A commitment to and champion for justice, equity, diversity, inclusion, and reconciliation, Truth + Reconciliation.
- Experience developing, implementing, and monitoring operating budgets, including financial planning, and reporting, developing program budgets, and/or being accountable for organizational fiscal management.
- Fund development experience with the ability to engage a wide range of funders and identify new and alternative funding streams and/or mechanisms.
- Governance experience either having worked directly for or serving on a non-profit board.
- Experience developing, implementing, and monitoring innovative strategic and operational plans and objectives, that build on an organization's mission and mandate.
- Experience managing and providing leadership development to a strong, dynamic, and multi-disciplinary team.

Working Conditions

- Work is performed primarily in an office environment based primarily out of Skidegate. Occasional travel between Skidegate and Old Massett offices to attend meetings or training is required. Occasional weekend and evening work is required.

Salary and Benefits

- \$150,000 - \$180,000 per annum.
- Full suite of benefits including paid vacation and sick leave. Employer paid medical, dental, and health spending account after three months. Group retirement plan with employer matching after three months.

Application Details

Please submit both a resume and a one-page cover letter via email to info@gwaiitrust.com by October 1, 2024.

Haawa/Háw'aa/Thank You for your inquiry to the Gwaii Trust Society. Priority in hiring will be given to qualified Haida citizens, followed by Haida Gwaii residents, and then off-island applicants.