



First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

COMPETITION #: 9130-23-100-18

Position: EXECUTIVE DIRECTOR

Department: Executive

Location: Government House, Mayo, Yukon

Salary: \$ 147,488.00 - \$ 237,040.00 Annually

Posting Date: May 23, 2023

Closing Date: June 30, 2023

Job Description: <https://www.nndfn.com>

THE OPPORTUNITY

Leading with integrity, transparency, and accountability for the realization of the FNNND's Vision/Mission for the future, the Executive Director [ED] is the senior management position for the First Nation of Na-Cho Nyäk Dun. The Executive Director's mandate is provided by the Council.

Reporting to the Chief and Council, the Executive Director leads and manages operations for the FNNND. This important role acts as administrative lead and the link between Senior Management and Council. You will be responsible for all aspects of operations and ensuring the Council is kept informed to support decision-making and is engaged to provide Citizen, partner and stakeholder perspectives.

You will undertake a diverse range of activities to manage the overall health and viability of the organization. This includes strategic and operational planning and implementation, fostering community relationships; communications - external and government relations; and financial and human resources management.

You will be responsible for developing sufficient resources to ensure the financial health of the organization. In consultation with Council, you will create an organizational structure that enables collaboration and relationship building across all departments, maximizes resources and ensures efficiency.

Your role includes keeping apprised of new and emerging social, economic and political issues which may affect the FNNND and advising Council how to respond as needed.

THE PERSON

The ideal candidate is a seasoned, knowledgeable and culturally astute leader who is highly adaptable to change and able to navigate through multi-faceted and complex environments. You have proven that you are able to balance the operational needs of an ever-changing organization with the external demand of the role. You will be well versed in First Nations governance.

You will achieve results by encouraging and supporting the contributions of others and lead by example. We are looking for someone who will demonstrate a solid commitment to and respect for the spirit and core values of the FNNND organization, setting an example of professionalism and ethical standards.

QUALIFICATIONS

The required education and training are normally acquired through completion of a degree in Public Administration a Certified Aboriginal Professional Administrator [CAPA], a degree in Indigenous Studies supplemented by extensive experience working within multi-discipline program management. This will be supplemented by extensive experience in leadership and management, preferably within a First Nations environment.

A demonstrated track record of successful change management in an organization of 50 or more employees is necessary. Your ability to balance the needs of Council with operational requirements will be key to your success in this position. People development is a key role this position through coaching, mentoring and managing performance with a genuine desire to help others succeed. Proven effective communications skills, both orally and in writing, are essential for your effectiveness in this position. Knowledge of and experience with the Dan K'ehte management model is an asset. Knowledge of and understanding of FNNND culture and history, the FNNND Self-Government Act and the Constitution are considered assets.

If you are interested in this opportunity, please send cover letter and resume to:

Karen Clark-Marlow
Director, Human Resources and Capacity
First Nation of Na-Cho Nyäk Dun
Box 220, Mayo, Yukon Y0B 1M0
E-mail: hrd@nndfn.com
Tel: 867.996.2265 ext. 203

Please note: In order for your application to be considered you must be a resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. Although we thank all those who apply only those selected for further consideration will be contacted.