Job Description

Job Title: Executive Director
Reports To: Board of Directors
Location: Iqaluit, Nunavut

Position Summary:

The Executive Director (ED) plays a pivotal role in advancing NEDA's mission to build capacity and strengthen Nunavut's communities by providing programs and supports to Community Economic Development Officers (CEDOs) and other economic development professionals. The ED is responsible for implementing the association's strategic plan including. advocacy, training, and the creation and maintenance of tools to support CEDOs, ensuring they have the resources and knowledge necessary to drive local economic development initiatives.

The ED plays a crucial role in securing funding and resources for the organization and its CEDO members, acting as a key advocate for financial support. Additionally, the ED serves as a connector, aligning opportunities with the needs and capabilities of CEDOs to ensure effective community economic development.

Key Responsibilities:

- **Leadership & Strategic Implementation**:
  - Provide leadership in the development and execution of NEDA's strategic plan, ensuring alignment with the organization's mission to build capacity and strengthen Nunavut's communities.
  - Advocate for financial support and resources necessary to advance the goals of NEDA and its Community Economic Development Officers (CEDOs).

- **Advocacy & Relationship Building**:
  - Act as a key advocate for NEDA and its members, securing funding and resources from various sources to support local economic development initiatives.
  - Serve as a connector between opportunities and CEDOs, aligning resources with the specific needs and capabilities of each community.

- **Training & Development**:
  - Develop, implement, and maintain tools and resources that support CEDOs in their professional roles, ensuring they have the knowledge and skills required to drive community economic development.
  - Plan and host the annual CEDO conference, providing a platform for training, networking, and sharing best practices.

- **Operational Management**:
  - Oversee the day-to-day operations of NEDA, ensuring organizational efficiency and effectiveness in achieving its strategic objectives.
  - Ensure compliance with all legal and regulatory requirements, including maintaining up-to-date legal registries, Canada Revenue Agency (CRA) filings, Workers' Safety and Compensation Commission (WSCC) regulations, and business licensing.

- **Governance & Compliance**:
  - Organize and participate in all board and executive committee meetings, including the preparation and maintenance of meeting minutes.
  - Prepare and manage financial reports, ensuring accurate and timely filing in accordance with organizational and regulatory standards.

Qualifications:

- **Education**:
  - A University Degree in a related field is preferred. In the absence of a degree, a minimum of five years of relevant management experience within a similar board environment is required.

- **Experience**:
  - Proven experience in economic development, with a focus on supporting municipal economic development officers or similar roles.
  - Demonstrated success in securing funding and resources from various sources, including government, private sector, and non-profit organizations.
  - Experience in managing day-to-day operations, including compliance with legal and regulatory requirements (CRA, WSCC, business licensing).

- **Skills**:
  - Strong leadership and strategic planning skills, with a track record of successfully implementing organizational strategies.
  - Excellent written and oral communication skills, with the ability to advocate effectively for NEDA and its members.
  - Proficiency in financial management, including budgeting, reporting, and compliance.
  - Familiarity with Microsoft Office 365, SaaS software, SAGE, and intranet platforms such as Circle.
  - Ability to plan and execute events, such as the annual CEDO conference, that support professional development and networking.

- **Certifications**:
  - Priority will be given to applicants who have achieved a Certificate in Economic Development from CANDO.

- **Additional Qualifications**:
  - Priority consideration will be given to applicants who are Nunavut Land Claim Beneficiaries.
  - Ability to communicate in Inuktitut is considered an asset.
  - Ability to provide a criminal background & credit check upon request.

Working Conditions:

- The majority of work will be conducted at the NEDA head office in Iqaluit, NU, with occasional travel required for meetings across Nunavut and Canada.
- The role primarily involves office-based work, which may require extended periods of time sitting at a desk, using a computer, and typing.
- Housing is not available.