



Submit Resume and Cover letter as a PDF to a.merchant@nunavuteda.com by 22/03/2026

- 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.



- 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.

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

- 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).

- 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.

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

- 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.

- 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.