



The Alberta First Nations Information Governance Centre

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Job Title: Executive Director

Date: August 09, 2019

Competition Closure: September 10, 2019

Job Summary

Reporting to the Board of Directors, the Executive Director (ED) is responsible for the implementation of the Board's vision and AFNIGC's business and strategic plan in setting strategic direction and shaping policy. The ED is accountable for the Alberta First Nations Information Governance Centre's overall management and performance. The Executive Director is responsible for all financial, operational, administrative, and legal aspects of the daily organizational management of the Centre. This includes, but is not limited to, sound management of all fiscal resources, governance, government relations, national survey programs, public relations and marketing, supervision of staff, and business operations, and working collaboratively with community groups.

This position has the mandate to build and develop the regional survey research infrastructure as well as the future path of research and data governance by First Nations. Through this mandate, the Executive Director is responsible for the operational leadership and support in cultivating trust, open communications, collaboration, and the on-going promotion and advancement of the First Nations principles of OCAP®.

Duties & Responsibilities

- A.** Lead in the implementation of the strategic plan and AFNIGC vision for the future and translate that vision into actions.
 - 1. Ensure follow-through on the strategic plan to advance AFNIGC's mission and objectives, while promoting revenue, profitability, and growth.
 - 2. Take direction from the Board and oversee the staff in the implementation of our strategic plan, create short- and long-term goals, and ensure AFNIGC priorities and annual workplan are achieved.
 - 3. Comply with operational procedures, policies, and standards.
- B.** Strengthen and continuously improve AFNIGC's organizational capacities -- its personnel, systems, and business processes – as it continues to deliver quality programs to partners and collaborators.
 - 1. Motivate staff and oversee AFNIGC operations in a way that realizes, promotes, and supports our vision and mission; promoting excellence and encouraging innovation.
 - 2. Establish and maintain a high-performing team, including mentorship and a learning environment that work well together to inspire the team in moving forward with AFNIGC's vision.
 - 3. Cultivate a culture of organizational openness and fairness in support of internal communications and team performance.
 - 4. Plan, develop, and implement strategies to support unit operational plans and align with AFNIGC's strategic plan.
 - 5. Attract and retain a diverse team of talented, competent professional and administrative staff.
 - 6. Continue to support and promote that high professional standards are maintained throughout AFNIGC.
- C.** Oversee and be responsible for the financial and operational integrity of the organization.
 - 1. Work to establish long-term financial sustainability by building on current and developing new revenue models. Strategically lead innovative development methods. Review activity reports and financial statements to determine progress and status in attaining objectives. Revise objectives and plans in accordance with current conditions.
 - 2. Administer organizational structure and roles; implementing AFNIGC human resource policies and procedures in a fair, equitable, and consistent manner. Recruit and retain competent staff.
 - 3. Implement timely, accurate, and complete reporting of financial and operational information. Assure compliance with all legal and regulatory requirements. Strengthen the role of data to monitor, evaluate, and continuously improve AFNIGC operations, including evaluating strategic plan implementation, fiscal responsibility, partnerships,

and the overall achievement of AFNIGC Vision and Goals as it relates to First Nations and funding sourcing.

4. Invest in the future by using innovation and smart business practices to advance the vision and achieve goals.
- D.** Accountable and reports to the Board of Directors in moving forward the vision of AFNIGC.
1. Provide operational updates - including successes, challenges, and opportunities - to the Board for their information, decision-making, and direction.
 2. Support Board committees (human resource, finance, and governance), as requested by the Board committees
 3. Ensure each employee has performance agreements aligned with operational and business plans.
- E.** Cultivate existing, and develop new, partnerships and collaborations with government agencies, delegates, member organizations, and First Nations for ongoing survey, data and information governance initiatives, and program development.
1. Work actively with First Nations to forge and build a diverse range of true partnerships and collaborations that are vital to the enhancement of the mission, vision and goals of AFNIGC.
 2. Engage in building an effective collaboration with First Nations, Treaty 6, 7, & 8.
- F.** Maintain visibility about the AFNIGC's role as a credible voice in First Nations' data collection, information governance, and OCAP® objectives and market AFNIGC and its services.
1. Represent AFNIGC at different tables in Treaty 6, 7 & 8 provincially, nationally, and internationally - promoting the organization's innovative approaches and excellent programs.
 2. Represent the organization at meetings, and at formal functions.
 3. Ensure support of the Board of Directors when required to attend gatherings or meetings at an Assembly of Treaty Chiefs or Assembly of First Nations event.
- G.** Perform other duties as assigned

Job Requirements

1. Proven ability to lead, influence and motivate others.
2. Strategic thinker who is committed to excellence and able to transform ideas into action.
3. Effective communicator with the ability to expand the Centre's visibility, influence, and impact; someone who can be passionate, compelling, and persuasive.
4. An exceptional relationship-builder who is able to work in true collaboration with other individuals and organizations.
5. Effective leadership and the ability to coach, mentor, and motivate staff.
6. Excellent interpersonal and relationship-building skills; ability to establish rapport with all levels of the organization.
7. Applies diplomacy in communication to balance the needs and agendas of competing stakeholders.
8. Strong manager with demonstrated ability to inspire and build high-performing collaborative teams.
9. Applies critical thinking skills to identify key challenges and issues in a situation and to problem-solve strategically when facing internal and external challenges.
10. Proven track record of navigating change and growth while bringing the organization to the next level.
11. A clear understanding of the issues facing the not-for-profit sector.
12. Highly developed presentation, communication, and negotiation (verbal and written) skills.
13. Experience with building, strengthening, and working with a not-for-profit Board of Directors.
14. Proficient computer skills including Microsoft Office Suite (Word, Excel, PowerPoint) and Internet.
15. Understanding of First Nations data and information governance, OCAP® ,and information issues as well as the political environment surrounding these and other issues impacting First Nations.

Experience & Education

1. Experience in strategic planning and execution. Knowledge of contracting, negotiating, and change-management. Skill in examining and re-engineering operations and procedures.
2. Experience in formulating policy and developing and implementing new strategies and procedures.
3. Ability to develop financial plans and manage resources.
4. Ability to analyze and interpret financial data.
5. Knowledge of public relations principles and practices.
6. Knowledge of communication and public relation techniques.
7. Ability to develop and deliver presentations.
8. Ability to identify and secure funding/revenue sources.
9. Professional written and verbal communication and interpersonal skills.
10. Ability to communicate and interact with officials at all levels of government and to work effectively with a wide **range** of peoples.

11. Ability to motivate teams and simultaneously manage several projects, typically through a combination of the completion of a **Master's Degree in Business Administration** (or other administrative equivalencies), and **at least ten (10) years of experience in a leadership role**.
12. Knowledge of First Nations and experience working directly with a First Nation.
13. Knowledge and understanding of the First Nations principles of OCAP®.

Work Environment

Working conditions are normal for an office environment. Work may require frequent weekend and evening work. Working under pressure and time sensitive deadlines. Travel to conferences and meetings within Canada as required.

Core Competencies:

Organizational Commitment
Organizational Awareness
Effective Communication
Job Knowledge
Teamwork and Collaboration

Functional Competencies

Decision Making / Problem Solving
Planning and Organizing
Results Focus
Financial Management
Building Trust
Personal Effectiveness
Project / Program Management
Coaching and Mentoring

Compensation:

Negotiable based on education and experience as determined by the AFNIGC Employee Policy and Procedures.

How to Apply:

Please submit your cover letter and resume with contact information to:

Erin Solway, Executive Administration

Email: erin.solway@afnigc.ca

Fax: 403-294-0993 Phone: 403-539-5775