



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Executive Director

**Job ID** AD-EC-1A-8D-72-53

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=AD-EC-1A-8D-72-53>

**Company** National Screen Institute

**Location** Winnipeg, Manitoba

**Date Posted** From: 2023-11-20 To: 2024-05-18

**Job** Type: Full-time Category: Creative Media and

Writers

**Job Salary** A Competitive Compensation Package Including Base Salary (range Between \$125,000 To \$145,000)

**Languages** English

### Description

POSITION:

Executive Director

LOCATION:

Winnipeg, Manitoba

REPORTS TO:

Board of Directors

DIRECT REPORTS:

Director of Operations, Director of Partner Support, Business Support Manager, Controller

WEBSITE:

<https://nsi-canada.ca/>

### THE ORGANIZATION

With headquarters in Winnipeg, NSI is Canada's national film, television and digital media training school for writers, directors, and producers.

Propelled by a visionary network of donors, private and public organizations, staff and Board, the National Screen Institute supports diverse creators from across Canada to tell unforgettable stories. NSI's vision is that Storytellers create a culturally equitable world; they allow us to enter unfamiliar lives and landscapes, create understanding and show us how our world can be better.

NSI works relentlessly to remove barriers so underrepresented creators from anywhere in Canada can access our film, television, and digital media training.

Through industry-informed training and mentoring in film, television and digital media, our students and alumni find their voice and place on the global stage, inspiring us to shape a better world.

### THE POSITION

NSI is seeking a leader with a demonstrable passion for film, television, and new emerging forms of interactive and immersive storytelling. You are a proven and influential communicator with the ability to conceive and articulate both a vision and a strategy for the future success of the National Screen

Institute. You will possess the skill and passion to inspire and motivate all those connected with NSI, including staff, students, the Board, private and public partners, and other stakeholders.

The ED is responsible for leading the direction of NSI and for the overall management of the organization. The ED is a public ambassador for NSI and its role in training and developing new creators and storytellers. Reporting to the Board, the ED leads the implementation of internal and external goals that reflect the organization's vision, mission, and business plan.

As the ideal candidate, you are passionate about storytelling and storytellers; and you value equity, diversity and inclusion (EDI), and are knowledgeable about these issues. You are a supporter of the values which guide the work of the NSI, have experience working cross-culturally and are committed to serving storytellers from underrepresented communities.

## RESPONSIBILITIES

### General

- The ED is responsible and accountable for the day-to-day management of the NSI's financial, operational, personnel, programming and communications matters.
- Ensure NSI maintains its strong and relevant brand as the leading training institution of screen-based professionals in Canada.
- Develop relationships with a broad spectrum of relevant industry professionals on a local, national and international basis to build partnerships, raise funding, and elevate the profile for NSI programming and operations.
- Oversee public communications on the National Screen Institute's programs and projects.
- Represent the National Screen Institute as the key spokesperson at public functions.

Travel to meetings, conferences, markets, festivals or other industry events as approved by the Board or Executive Committee.

### Strategic Planning

- Working with the Board, staff, and key stakeholders, develop and implement the strategic plan.
- Ensure the short- and long-range goals of the strategic plan are achieved.

### Programming

- Oversee research and development of new programs and curricula for Board approval in line with the NSI strategic plan.
- Develop new opportunities to create relevant curricula that meet the needs of program participants and the film and media industry.
- Direct the preparation of proposals for public and private partners, sponsors, and supporters. Advise on and approve proposed funding, budgets, and program content and delivery.
- Oversee managers of programs to ensure that all aspects of program delivery meet established guidelines and contract agreements with sponsors and funders.
- Develop ongoing evaluation mechanisms to ensure quality control and the maintenance of standards in administration and program delivery.

### Financial Management

- Work with the Controller to oversee the preparation of the annual budget.
- Ensure that financial planning, budgeting and control of salaries and compensation, contract payments, operating and overhead and program dollars are within Board-approved annual budget.
- Ensure internal financial monitoring systems are in compliance with budgets, policies, procedures and guidelines.
- Ensure prudent financial and operational management by overseeing adherence to budgets and

spending guidelines; identifying and implementing operational efficiencies; and identifying new revenue streams.

#### Human Resources

- Ensure all employees and contract personnel are hired, trained, managed, and evaluated in accordance with the NSI's employment and compensation policies.
- Bring a demonstrated commitment to Diversity, Equity, Inclusivity and Accessibility.
- Create an equitable team environment that empowers and treats all staff equitably working in compliance with established human resources policies and practices.
- Maximize staff performance by communicating clear expectations, giving regular formal and informal performance feedback and recognition, and providing coaching or training when required to improve performance.
- Lead a fair and inclusive hiring process that includes structured interviews, reference checking and professional treatment and selection of all applicants.

#### Operations

- Ensure sufficient and appropriate management of operations is implemented.
- Provide regular status reports on projects to the NSI's Executive Committee to ensure ongoing financial and project monitoring in accordance with established monitoring requirements.

#### Board Relations

- Communicate and consult with the Board and/or Executive Committee on significant decisions relating to staffing and compensation, policy creation, financial and risk management, approval of annual budgets, new program development or changes to existing programs, and matters that may affect relationships with its funders, including the Government of Manitoba.
- Attend all meetings of the Board of Directors. Provide operational and financial reports, and strategic plan implementation activities.
- Ensure the Board is informed of all significant decisions, operational activities and industry trends that may affect the NSI's viability, reputation, and relationship with its stakeholders.
- Obtain Board and/or Executive Committee approval for NSI matters in accordance with the bylaws, policies and directions set by the Board of Directors or Executive Committee.

#### CANDIDATE QUALIFICATIONS

- Demonstrated track record of strategic visionary leadership in film and television, not-for-profit, or other relevant experience.
- An understanding of Canada's constantly evolving film, television, and digital media landscape, with a passion for elevating Canadian talent and commitment to Canadian storytelling.
- A track record of constituency-building and inclusiveness especially towards under-represented communities.
- Brings a vision for the future of NSI.
- An experienced fundraiser who stewards sponsors, donors, and funders from private and public sectors.
- Strong administrative and management skills, able to foster a collaborative and open-door culture with staff and the Board.
- An excellent relationship-builder who communicates the NSI mission with authenticity and passion, who can inspire staff, the Board, alumni, donors, and industry professionals.
- Proven grant-writing skills and fundraising expertise in attracting foundation, government, corporate and individual donors.

- Entrepreneurial; possesses strong business acumen and financial management skills.
- Experience in dealing with budgets and financial planning.
- An understanding of the trends in multi-platform content creation.
- The NSI is a national organization; fluency in both official languages is an asset.
- Applicants outside of Winnipeg, Manitoba will be required to re-locate.

#### COMPENSATION

A competitive compensation package including base salary (range between \$125,000 to \$145,000) and benefits will be provided, commensurate with experience.

The National Screen Institute prioritizes the well-being and flexibility of our employees by offering a remote work/hybrid policy, empowering them to work from their homes. While this role includes partial hours at our downtown Winnipeg location every week, the ED will have the flexibility to work remotely for the remaining hours. In addition, to provide a good work/life balance the NSI Board has approved a four-day work week for all staff, including the Executive Director.

#### **How to Apply**

Click Apply Now!

Please apply by email with your cover letter and resume no later than January 28th, 2024. Send to [NSI@searchlightpartnersgroup.com](mailto:NSI@searchlightpartnersgroup.com)

The NSI is committed to contribute to Reconciliation in all our work by co-creating a shared future built on rights, equity and well-being. As an employment equity employer, the NSI actively seeks Indigenous peoples, visible minorities, women, people with disabilities, and additional diverse identities for our workforce. We will provide accommodation to applicants with disabilities. If you require accommodation, please contact us.

We thank all applicants for their interest; however, only those advancing in the process will be contacted.

Our office is located on Treaty One Territory - we acknowledge and honour the lands we occupy and their traditional keepers: the Anishnaabe, Cree, Dakota and Metis. We acknowledge the ancestors of this land and commit to honour their vision and uphold our Treaty responsibilities as a settler organization occupying these lands.