



# 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

<b>Job ID</b>	<b>EB-9F-38-60-86-5D</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=EB-9F-38-60-86-5D">https://careers.indigenous.link/viewjob?jobname=EB-9F-38-60-86-5D</a>	
<b>Company</b>	Adirondack HR	
<b>Location</b>	Ottawa, Ontario	
<b>Date Posted</b>	From: 2020-03-12	To: 2020-09-08
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Languages</b>	The ability to work in both official languages (English/French) is an asset.	

### Description

The NIB Trust Fund is actively recruiting for an Executive Director that is driven and motivated by a calling to improve and make a meaningful impact on the lives and communities of First Nations.

The NIB Trust Fund's mission is to preserve and revitalize First Nations language, culture and way of life. The fund provides resourcing to create meaningful opportunities that improve the quality of life for First Nations. Our mission is devoted to creating meaningful opportunities to have a positive impact on the lives of First Nations people.

The primary purpose of the Executive Director is to oversee the coordination and administration of all aspects of the NIB Trust Fund including identifying fundraising opportunities, planning, organizing, staffing, leading, and controlling program activities. This includes the development and implementation of a long-term strategic plan, goals and objectives of the NIB Trust Fund.

The Executive Director will also oversee the collection and maintenance of records on the clients of the program, as well as manage all project funds. As such, the incumbent will prepare and deliver presentations, write reports and correspondence to the Board of Trustees, Government Departments, NIB Trust Fund recipients, donors and staff.

### Experience

• 5 to 7 years of relevant Director-level experience, or equivalent combination of education and experience

• A minimum of 5 years' experience working with First Nations and Métis communities.

### Education Requirements

A university degree in a related field of study

### Essential Skills

• Knowledge of First Nation and Métis cultures, history, values and expectations is essential.

• Proven ability to build and cultivate partnerships, long-term relationships and engage with stakeholders

• Demonstrated skills in fundraising

• Prior experience working for a charitable organization

• Proven ability to inspire donors to support a meaningful cause

• Strong understanding of fundraising trends and forming creative fundraising strategies

• Ability to identify unique fundraising opportunities

• At least 5 years of experience in administration

• Strong command of English (written and verbal)

### Other

Who Can Apply: Persons of First Nations ancestry only may apply (s. 16(1) CHRA).

### How to Apply

Submit resume to [mangulabnan@adirondackhr.ca](mailto:mangulabnan@adirondackhr.ca)