



Employment Opportunity Inuit Broadcasting Corporation Executive Director

The Inuit Broadcasting Corporation, Nunavut's public television service, is seeking an enthusiastic and motivated Executive Director. Join us for a rewarding career, while having a positive impact in providing Inuktitut language television programming in Nunavut. Reporting to a governance Board of Directors, the Executive Director provides leadership, and strategic direction to the organization. With the support of a staff team, the Executive Director is responsible for: fund development, financial management, human resources, internal and external communications, policy and procedural development and implementation. The Executive Director will also oversee two affiliated companies.

Key Duties and Responsibilities:

- Responsible for the day-to-day operation of the organization; providing leadership and strategic directions;
- Oversees Human Resources activities including: hiring, performance management, staff conflict mediation, staff evaluations;
- Initiate and co-ordinate the development of annual operating budget; fund development, reporting and project management for multiple funding streams;
- Develop short, medium, and long-term policy objectives for the network;
- Ensure that IBC programs are regularly evaluated to monitor their effectiveness, popularity and relevance;
- Act as liaison with Board of Directors to apprise the Board of the organization's activities through regular communication;
- Represent IBC to funding agencies, regulatory groups, and government in meetings, working groups, committees and events where appropriate;
- Serves as media spokesperson for the organization.

Qualifications and Skills:

- Minimum 5 years successful senior leadership experience in a non-for-profit organization;
- Proven track record of analysis of financial statements and budget tracking and reporting;
- Experience in fundraising and revenue generation including the development of grant applications, administration and stewardship of funds and report preparation;
- Experience working with Canadian and northern broadcasting/production industry, and key associated organizations;
- Previous experience in not-for-profit administration;
- Engaged in new media, communication, production and online distribution technologies;
- Experience managing Human Resources;
- Ability to manage multiple projects;
- Able to prepare professional level presentations and reports;
- Ability to organize and prioritize tasks;
- Proven success in problem-solving and conflict resolution;
- Experience working with and reporting to a Board of Directors;
- Ability to speak and write Inuktitut is an asset;

Closing Date: February 1, 2019

Location: Iqaluit, Nunavut

Job Type: Full-time

Starting Salary: \$70,000 to \$90,000 (commensurate with experience) with \$4,000 northern living allowance, pension, life and long-term disability insurance. Housing is not provided.

Submit resume and cover letter to:

Bernadette Dean, Chairperson info@inuitbroadcasting.ca

We thank all those that apply, however only those who are invited for an interview will be contacted.