



Yukon First Nations
**CULTURE &
TOURISM**
Association

EXECUTIVE DIRECTOR

POSITION DESCRIPTION

Position Level:
Senior Management

Department:
Senior Leadership Team

Reports to: Board of Directors Executive

Term/Location: Full-time permanent position based in the YFNCT office, Whitehorse, Yukon

Date Finalized/Revised: July 24, 2023

OVERVIEW

YFNCT is looking for a steward and guardian of our vision. In an Executive Director, we seek a person who will:

- Lead the team to hold up a community promoting arts & culture & tourism and the Indigenous people we work for and serve.
- Implement the Yukon First Nations Cultural & Tourism Association's (YFNCT's) vision and mandate through the successful leadership and management; ensuring its financial & organizational viability.
- Serve as the face of the organization to the greater community to further strategic partnerships development, advocacy objectives, programming initiatives and community partnership goals.

Additionally, we seek someone that will:

- Bring qualities that reflect the values of our Indigenous communities. This includes clear communications, kindness, compassion and an approach that uplifts and supports our team and those we serve.

Read more about the YFNCT vision, mandate, goals and team [online](#).

BACKGROUND

The Yukon First Nations Culture & Tourism Association (YFNCT) was formed in 2013 with the merging of the Adäka Cultural Festival and the Yukon First Nations Tourism Association

(YFNCTA). The merger of these two entities created a strong organization with a dual sector mandate: to work with all Yukon First Nations to promote and foster the development of vibrant and sustainable Indigenous arts/culture and tourism sectors. YFNCT has grown exponentially in the past nine years and now has eight full-time staff members and delivers a long list of programs, services and events including the annual Adäka Cultural Festival, the Bead, Hide and Fur Symposium, the Advancing Indigenous Tourism Conference and more. YFNCT is led by a strong Board of directors composed of YFN leaders in the arts/culture and tourism industries.

RESPONSIBILITIES AND ACCOUNTABILITIES
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In fulfilling their responsibilities and accountabilities to YFNCT, the Executive Director will:

VISIONING & STRATEGIC PLANNING

- Implement the overall strategic direction of the YFNCT in accordance with the vision, mission, values & strategic direction set with the Board of Directors.
- Lead the organization in establishing organizational, departmental and individual goals and objectives to fulfill the strategic plan and work with staff to identify the required resources to achieve the goals.
- Monitor progress and ensure the overall programming direction and activities of the association, including ancillary or special events and services, present a balance of programs that both meet the strategic direction and needs and priorities of the membership.
- Understand and bring to the organization trends, innovations and opportunities.
- Help the organization develop Indigenizing and decolonizing policies, practices and training.

COMMUNITY & PARTNERSHIPS

- Communicate with key stakeholders, association members, and external agencies to identify the changing needs of the community and consider the impact of alternative plans to address the needs.
- Lead the organization on community engagement of reviewing and feedback on programs and activities

BOARD & GOVERNANCE

- Actively support the work and engagement of the Board of Directors and Committees.
- Attend Board Meetings; report and advise on all aspects of YFNCT activities, issues and concerns, staff and organization accomplishments, and on trends and emerging issues in the external environment.

- Ensure relevant financial, organization and program reports are distributed and presented to the Board.
- Submit a draft annual budget along with cash flow position to the Board for review and approval.
- Ensure the development and implementation of policies and practices for sound governance, organization and financial management of YFNCT.

HR LEADERSHIP & TEAM WELLNESS

- Build and lead a team that feels supported, appreciated and trained to maximize their knowledge, skills and potential within their roles.
- Develop strategies to recruit, hire and retain Indigenous individuals to the team.
- Lead the organization in establishing supportive team wellness policies and practices.
- Establish a healthy and safe work environment in accordance with relevant legislation.
- Ensure the approved annual budget and financial reporting requirements are communicated to management and employees.
- Act as a role model in complying with all organizational policies, procedures, applicable legislation and ensure that all employees are aware of expectations.
- Build an effective team of leaders through guidance and coaching.
- Ensure that the team and individual staff have the information, training, technology, supplies and equipment needed to be effective in the performance of their roles.
- Foster effective collaboration between and amongst staff, Board, contractors and volunteers.

OPERATIONS OVERSIGHT

- Oversee and support the Finance & Administration Manager in their work toward the efficient and effective day-to-day operations of the organization to ensure:
 - that the organization's financial, administrative, HR administration, marketing implementation, fundraising, funding requirements are sound and requirements are met.
 - the development, review and updating of policies and procedures that address operational issues and fulfill all applicable legislative requirements.
 - the technology, supplies and equipment are available that are required by employees to fulfill their job responsibilities.

HUMAN RESOURCES OVERSIGHT

- Recruit, hire, supervise, mentor and manage performance of all direct reports in accordance with the organization's policies and procedures and all applicable Employment, Privacy & Human Rights Legislation.

- Oversee and support the Director of Finance & Administration in their work toward the efficient and effective day-to-day operations of the organization to include:
- ensuring that all agreements with contract staff for organization-wide projects are fulfilled.
- the development of human resources policies and procedures that meet applicable legislation and take best HR practices into consideration with the aim to attract and retain qualified staff.
- In conjunction with the senior leadership team, determine staffing needs, resolve staffing issues and performance concerns, including functioning as the final authority on employee releases.

PROGRAMMING OVERSIGHT

- Oversee and support the Directors of Arts & Tourism in their work toward effective programs, events and activities of the organization.
- Develop and maintain liaison with programming sources in the territory and beyond.
- Provide oversight of programs, initiatives and events who, with the approval of the YFNCT Board of Directors, operate within the YFNCT umbrella.

FINANCIAL VIABILITY & OVERSIGHT

- Work in collaboration with the Finance and Administration Manager and the Board of Directors to ensure the financial viability, accountability and financial oversight for YFNCT.
- Oversee the financial health of the organization through the regular monitoring and review of income and expenditures to ensure funds are being administered in accordance with the approved budget and cash flow is sufficient to meet ongoing commitments.
- Ensure the financial vitality of the organization and its programs and activities. Ensures a budget is prepared for each program/event, within the overall approved budget.
- Ensure that fraud awareness practices are implemented and sound bookkeeping and GAAP accounting principles are followed.
- Ensure accurate financial records are prepared, maintained and submitted to required bodies in a timely fashion.
- Ensure compliance with the organization's fiscal policies as well as applicable legislation, regulations and funder requirements.
- Ensure a budget is prepared for each program/event identified in the previous bullet, within the overall approved budget.

- Ensure the approved annual budget is communicated to management employees and that they are aware of individual expectations and the policies and procedures relating to their implementation.
- Ensure adequate and effective measures are developed to control risks to the organization's people, facility, equipment, finances, goodwill and image.

PARTNERSHIPS, RELATIONSHIPS & ADVOCACY

- Increase general awareness of YFNCT, its mission, programs and accomplishments and manages the image of the association through developing and maintaining relationships with a wide variety of community groups, colleague organizations in the cultural and tourism industry, funders and other relevant organizations.
- Communicate regularly with stakeholders and members to keep them informed of the work of the organization and to identify changes in communities serviced by YFNCT.
- Develop and implement the Public Relations policy on how to respond to requests for media interviews and engagement.
- Approve all major promotional copy and design and in conjunction with the Board, as necessary, approves media releases.
- Participate in networking and community relations activities on behalf of YFNCT to enhance the Association's community profile and reputation and to promote member services and increase membership.

FUNDRAISING

- In collaboration with the Finance & Administration Manager, identify and pursue all appropriate revenue sources and government funding opportunities.
- Ensure effective planning and implementation of fundraising activities and events.
- Write funding proposals for activities and events that cross all organization sectors and oversee those that are written by staff for projects unique to their sector.
- Ensure the timely fulfillment of all reporting, acknowledgment and compliance obligations for all funding agreements.

OUR APPROACH

YFNCT is committed to a hiring approach based on respect, trust, self-determination, and commitment. As such, we recognize the value of:

- Giving hiring priority to persons of First Nations, Inuit or Metis ancestry.
- Identifying and removing barriers for any applicant.

- Creating opportunities for on-the-job training and professional development in areas identified as growth needs to help the candidate thrive in their role.
- Creating a team of committed passionate people who will prioritize the values of our organization, work well as a team, and create a supportive environment for everyone we work with and serve.

QUALIFICATIONS

In addition to the ability to fulfill the position description responsibilities and accountabilities the following requirements and assets are sought from the successful candidate:

EXPERIENCE & EDUCATION

- Professional experience, education and skills in organizational and team management
- Experience working and building relationships with a variety of partners: Indigenous groups, nonprofit organizations, and governments (federal, territorial, municipal, and/or First Nation), Boards of Directors and Committees, community stakeholders
- Ability to develop, write and present compelling proposals
- Ability to work hours outside of normal business hours and travel

SKILLS

- Proven leadership skills, and strong problem-solving and decision-making skills
- Visionary approach to the work
- Sensitive to cultural differences and respectful of all people
- Team wellness approach
- Creative problem solver, flexible and able to adapt to changing circumstances
- Excellent interpersonal, facilitation and presentation skills

ASSETS

- Relevant graduate degree in a related field
- Understanding of the Yukon Cultural and/or tourism industries and the role of Yukon's First Nations
- Knowledge of Yukon First Nations history and culture, Final Agreements and traditional territories
- Proficiency in nonprofit governance and organizational management.

DEADLINE

Applications will be reviewed on a rolling basis. The first round of applications will be reviewed **Monday, August 21 at 12pm Yukon time.**

Please submit your cover letter and resume to the Hiring Committee at [hiring@yfnct.ca](mailto: hiring@yfnct.ca).

SIGNATURES

<p>Chair, Board of Directors I have reviewed the description of this position and agree that it reflects the defined responsibilities.</p>	<p>Signature: _____</p> <p>Date: _____</p>
<p>Incumbent I have read the above position description and understand that it is a general description of the duties assigned to the position for which I have been hired and that I may be required to perform other related duties from time to time.</p>	<p>Signature: _____</p> <p>Date: _____</p>