



**Nunavut Broadband**

DEVELOPMENT CORPORATION

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**Nunavunmi Qaritauyanut**

TURAAQATTAQTUNUT PIVALLIANINGIT KUAPURIISAN

SOCIÉTÉ DE DÉVELOPPEMENT DE LA CONNECTIVITÉ

**Haute vitesse du Nunavut**

Job Posting:

## Executive Director

Description:

Responsible for managing the overall operations of NBDC and its operating subsidiaries, the Executive Director (ED) works with all levels of government, ICT vendors, the board and the public. Reporting to the volunteer board of directors, the ED manages multiple projects, finances, administration, communications, marketing, community consultation, and funding proposals.

Location:

Iqaluit, Nunavut (although other locations in Nunavut could be considered)

Annual Salary:

\$100,000 to \$120,000 (commensurate with experience) plus bi-annual VTA and health & dental insurance plan.

Apply Before:

**May 27, 2016, 5:00 pm ET**

Send your cover letter and resume before 5 pm ET on May 27, 2016 to [hr@nunavut-broadband.ca](mailto:hr@nunavut-broadband.ca)

*Preference will be given to Inuit recognized under the Nunavut Land Claims Agreement and to candidates who are long-term residents of Nunavut.*

**JOB POSTING FOR EXECUTIVE DIRECTOR, NBDC**

Application Deadline: **May 27, 2016, 5 pm ET**

# Role

The Executive Director is a senior level staff position reporting to the volunteer board of directors. The Executive Director will be responsible for managing the overall operations of the not-for-profit corporation and its operating subsidiaries. This includes providing oversight to projects, management of professional service contracts, financial management, board support, communications, marketing, community consultation and development of funding proposals. The Executive Director will liaise with a variety of stakeholders, including federal and territorial government, Inuit organizations, service vendors, media and the general public. The Executive Director will be responsible to develop a strategy and actively pursue on-going funding for the operations and on-going sustainability of NBDC.

## Duties and Responsibilities

The Executive Director will be responsible for the following:

- **Operations** - Implement strategic plans and policies of NBDC as set out by the board of directors;
- **Management** - Contract and manage all contractors as needed;
- **Finance** - Manage all finances related to the operations of NBDC and its subsidiaries, budgeting, cash flow management, managing signing authorities, identification of project funding opportunities, audit preparation etc;
- **Public Relations** - Write speeches, presentations, press releases, membership updates, organizing press conferences, interviews with media etc;
- **Supporting the Board of Directors** - Work with Chair and board to fulfill Board's governance function, assisting in formulating policy and planning recommendations to the board where appropriate, and assisting board members' participation in public events where required;
- **Project Management** - Act as Project Manager on projects as required;
- **Government Relations and Reporting** - Responsible for attending meetings, and creation of reports to various funders, including detailed written and financial reports as required;
- **Community Consultations** - Gather community input in defining community needs for future development in broadband services for benefit to Nunavut residents as directed by the board;
- **Records Management** - Ensure all data related to finance, governance, management, community data, and operations is securely stored and accessible by authorized personnel living in different communities.

The ability to communicate in English is required. The ability to communicate in Inuktitut and/or Inuinnaqtun would be desirable. Occasional travel within Nunavut will be required. There is no housing available for this position.

## Qualifications

The ideal candidate will be a self-starter, be able to work independently and will possess knowledge of Nunavut's economic, social and political environment. The ideal candidate has extensive experience in the NPO and IT sectors, has experience in cross-cultural settings and has superb finance, administration and communication skills.

The successful candidate will additionally have the following qualifications:

- Recognized degree or designation in Finance, Business and/or Non-Profit Management, or Communications, or Public Policy;
- Understanding and knowledge of broadband technology;
- Experience and knowledge of the not-for-profit sector;
- Experience and knowledge of government relations and Canadian telecommunications policy;
- Strong planning, organization, analytical and financial skills;
- Sound presentation, facilitation and networking skills;
- Proven effectiveness in budgeting and developing funding proposals;
- Experience in cross-cultural settings;
- Experience using business software including proficiency with Microsoft Office, Adobe Acrobat Pro, Power Point and Sage Accounting;
- High degree of professionalism.

Preference will be given to Inuit recognized under the Nunavut Land Claims Agreement and to candidates who are long-term residents of Nunavut.

**All candidates must be eligible to work in Canada. If not already a resident of Iqaluit candidates must agree to relocate to Iqaluit, Nunavut. A relocation allowance will be negotiated.**

## About NBDC

The Nunavut Broadband Development Corporation (NBDC) is a vendor and technology neutral, non-profit organization that advocates on Nunavut's behalf to ensure that all Nunavut communities have affordable, reliable and equitable internet access. See [www.nunavut-broadband.ca](http://www.nunavut-broadband.ca).