



Indigenous Gathering Place

Job Posting

Indigenous Gathering Place Society of Calgary – Interim Executive Director

Overview:

The Indigenous Gathering Place Society of Calgary (IGP) is a group of like-minded, passionate people whose purpose is to create a physical space in Calgary for Indigenous Peoples to reconnect with their origins, identities, languages, protocols and traditions. It is also envisioned as a place for others to learn, support and heal on the road to reconciliation. The IGP committee was formed in 2014 when Chief Robert Joseph, through Reconciliation Canada, facilitated a discussion and workshop in Calgary. As a registered nonprofit society, the IGP is a newly formed organization and one of few operating in parallel with Western and Traditional models of practice and values. A seven-member board governs the IGP.

[The Case for an Indigenous Gathering Place](#), published in October of 2017, [the summary brochure](#) published in 2018, and soon to be published sustainable business plan in 2019 are comprised of four years' worth of collective efforts, and community engagement from hundreds of committee members, a seven-member board, and most importantly through the support and guidance of our Elders. Members use these documents to guide the work and advocacy efforts towards building an Indigenous Gathering Place.

The Role:

The IGP board is seeking an Executive Director to manage the day to day affairs of the organization. This is a full time contract position with an end date of March 31st, 2020 with the possibility of extension.

The successful candidate will be the prime lead of the affairs of the Indigenous Gathering Place Society, and will not only provide leadership, but will carry out the work in the following areas: Funder relations, communications, community engagement, and administration. The Executive Director will support the board with community relations, and liaise between the IGP board and volunteers. This position reports to the IGP Board of Directors.

Key deliverables and Responsibilities:

- Day to day management of IGP affairs: this includes frequent collaboration with IGP committee leads (volunteers and paid part time staff).
- Fund Development: this includes managing and reporting on a diverse collection of grants, and creating inspiring proposals for funders and donors.
- Administration duties: this includes management of the email distribution list, as well as leadership and logistical support including creating agendas and minute taking for monthly community meetings, potlucks and gatherings.
- Monitors budgets and administers the funds of the organization.

- Advocacy management: participate in community relations activities and networking on behalf of the organization.

Qualifications:

- Experience and knowledge of Traditional Indigenous engagement protocols.
- Strong familiarity with Treaty 7 Territory, experience working with Elders, Traditional knowledge keepers, and Indigenous community leaders.
- Excellent written and oral communication skills.
- Strong organizational and time management skills.
- Experience in public relations would be an asset.
- Proficiency in Microsoft word, Excel and Google products.
- Post secondary degree or higher in a related discipline.
- Sound knowledge of accounting, financial, and administrative management.
- Demonstrated ability to prioritize and manage multiple tasks.
- Previous experience in a senior leadership position managing staff and volunteers.
- Candidates with Indigenous heritage are preferred.

What We Offer:

The Indigenous Gathering Place Initiative is gaining more momentum every year. We are a group of passionate, like-minded people, dedicated to seeing this through. Although the creation of an Indigenous Gathering Place is not a new initiative, the process we follow is unique to most organizations. By working within ethical space, we are bridging the gap between the traditional Indigenous and western practice, we recognize both systems as equal partners.

Some of our previous community engagement events include: Honour Dance in November of 2017. An Elders' Circle and Tea Dance Ceremony, Elders and Youth Engagement Event, and a Pipe Ceremony in 2018, as well as several meetings with government and community partners. In 2019 the IGP is working to complete a sustainable business plan, while also working closely with government stakeholders to secure a site for the building, and to secure infrastructure funding to cover the cost of the build.

Compensation and benefits:

This is a 10 month contract position with a budget of \$125,000.00.

The successful applicant will effectively outline how this budget will incorporate:

- Salary
- Communications
- Community Engagement
- Administration

Resume Submission Process:

Cover letters and resumes should be in a Word or PDF format, addressing the role and must include:

- 1) An outline of how you will meet the key deliverables/responsibilities

- 2) Reference to experience related to performing the required tasks to complete this contract;
- 3) Salary expectations and how the \$125,000 will be allocated to incorporate the above bullet points.

Please submit your cover letter and resume to the contacts listed below by electronic delivery via email in Word or PDF format.

Contact Information: John Fischer ajfischer@mtroyal.ca and Eve MacMillan er.macmillan@icloud.com

Closing date: June 27th, 2019

If you have any questions or would like more clarity around the role please send an email to Co-chairs John Fischer and Eve MacMillan at the email addresses above. This posting will remain open until June 27, 2019 with a possible start date as early as July 8, 2019 or a start date as agreed upon at the time of hire.

Evaluation Criteria:

The working group will select the best candidate for the work based on:

- Alignment to the Position Description
- Strength and Clarity of Cover Letter and Resume
- Cultural Appropriateness
- Prior Experience