

## Executive Director – Job Description

Position Title: Executive Director

Reports to: Board of Directors

Type: Full-time

Location: Remote, with travel within Nunavut and occasionally beyond

Term: Two-year renewable contract (subject to funding and performance)

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### About Amautiit

Amautiit Nunavut Inuit Women's Association is a grassroots, Inuit-led non-profit dedicated to advancing the rights, leadership, and well-being of Inuit women and gender-diverse people across Nunavut. Guided by Inuit Qaujimajatuqangit values and our 2025–2029 Strategic Plan, Amautiit operates as a policy think tank and advocacy hub, supporting food sovereignty, women in leadership, healthy and strong families, government program monitoring, and rapid response to emerging issues.

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### Position Overview

The Executive Director (ED) provides strategic and operational leadership to Amautiit, ensuring alignment with the Strategic Plan and the values of Inuit women's self-determination. The ED manages day-to-day operations, builds partnerships, secures funding, and represents Amautiit to governments, funders, media, and the public. The ED is accountable to the Board of Directors, who provide oversight and strategic direction.

### Key Responsibilities

#### Leadership & Strategy

- Implement Amautiit's 2025–2029 Strategic Plan and ensure all activities align with organizational mission and values.
- Provide thought leadership on issues affecting Inuit women, including policy advice, advocacy, and original research.
- Support the Board in governance, strategic planning, and evaluation.

#### Governance & Accountability

- Facilitate monthly Board meetings and weekly Executive Team meetings.
- Provide quarterly reports on operations, finances, and staffing.
- Ensure compliance with laws, funder requirements, and board-approved policies.

#### Organizational & Staff Management

- Oversee daily operations, supervising staff, contractors, and interns.
- Cultivate a trauma-informed, inclusive, and flexible workplace.
- Support professional development, mentorship, and capacity-building for Inuit women staff.



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## Program & Advocacy

- Oversee the design and delivery of programs in Amautiit’s five strategic focus areas:
  1. Food Sovereignty
  2. Women in Leadership
  3. Healthy, Strong Families
  4. Monitoring Government Programs
  5. Responding to Emerging Issues
- Lead public education, advocacy campaigns, and policy submissions.
- Build alliances with Indigenous organizations, government, and civil society.

## Finance & Fundraising

- Lead fundraising efforts, including grant writing, sponsorships, and donor engagement.
- Develop and manage annual budgets; monitor financial performance; ensure transparency.
- Support the Treasurer and auditor in preparing audited financial statements.

## Communications & Representation

- Serve as primary spokesperson for Amautiit (alongside the Board President).
- Oversee communications, social media, and public relations.
- Ensure culturally respectful representation of Inuit women's voices and stories.

## Qualifications

## Required

- Proven experience in non-profit management and leadership.
- Strong skills in administration, project management, and financial oversight.
- Demonstrated success in grant writing, fundraising, and resource development.
- Excellent written and verbal communication, with the ability to represent Amautiit externally.
- Deep awareness of Inuit societal values and ability to work cross-culturally.

Preferred

- Knowledge of Inuit women's issues in Nunavut.
- Experience in policy development and advocacy at the territorial or federal level.
- Fluency in Inuktitut (asset).
- Inuit women and Nunavut Land Claims beneficiaries strongly encouraged to apply.

## Compensation & Benefits

- Salary: \$140,000-\$165,000 annually
- Flexible, remote work environment.
- Travel opportunities within Nunavut and across Canada.



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- Professional development and mentorship support.

### Commitment to Inuit Women's Leadership

Amautiit is committed to advancing Inuit women into leadership positions. We welcome candidates with strong passion and lived experience, even if they have limited executive experience. Mentorship, training, and organizational support will be provided to ensure success.