



**Covering  
Canada  
in Moccasins**

## **JOB OPPORTUNITY EXECUTIVE DIRECTOR**

### **ABOUT**

<https://moccasinidentifier.com>

The Moccasin Identifier™ (MI™) is a First Nation-led education and awareness non-profit program dedicated to weaving a deeper understanding of Canada's rich Treaty history into the fabric of our nation. The initiative was developed by Carolyn King, C.M. (Order of Canada) from the Mississaugas of the Credit First Nation.

Through the symbol of First Nation moccasins, MI™ aims to connect all Canadians—rooted and newly planted—to the land beneath our feet and the Treaties that bind us.

### **OUR VISION**

Our vision is to Cover Canada in Moccasins, each pair a testament to our shared responsibilities and the steps we must take toward reconciliation.

### **OUR MISSION**

At the heart of the , MI™ is education and place-knowing, designed to engage Canadians of all ages. The MI™ mission is to educate everyone from preschoolers to professionals on Treaties through educational presentations, promoting public awareness about Indigenous culture through MI™ site installations, and developing a network of knowledge for the benefit of Truth and Reconciliation.

### **THE ROLE: Executive Director**

We are seeking a dynamic and visionary Executive Director to lead The Moccasin Identifier™ into the next phase of our growth! Partnering with the Board of Directors you will develop and execute the next chapter of MI™, building on the achievements of Carolyn King, C.M. and leading us to grow our vision.

We value leaders who can communicate a clear vision, foster organizational alignment, and who possess entrepreneurial skills to seize new opportunities. A razor sharp focus on client service and effective relationship management are essential – you are eager to innovate and are dedicated to excellence!

Additionally, we are looking for those who are passionate about developing others, adhere to strong values and ethics and have exceptional planning and organizing abilities, robust problem-solving skills and have a deep understanding of our Indigenous culture.

Reporting to the Board of Directors, the Executive Director is responsible for the day-to-day operations of the organization and is accountable for providing effective, strategic leadership and management in the following areas:

- People Management
- Risk Management
- Community Relations
- Design, Development and Implementation of the Strategic Plan
- Finance Management
- Program and Service Delivery
- Fundraising and Capital Projects

## KEY RESPONSIBILITIES

### **Leadership**

- Use the power of storytelling to ignite and kindle the passion for our mission with all organization stakeholders – staff, board, volunteers, donors, program participants – propelling them to invite people to join in our work.
- Build a sense of belonging for those who have found their way to our organization, ensuring that our environment is diverse, equitable and inclusive.
- Support MI's™ long-term sustainability and scalability beyond the initial growth phase, including the identification of strategies to diversify funding sources.

### **Board Partnership**

- Build, cultivate and foster a strong partnership with the Board of Directors.
- Provide the Board with the support, resources, information and necessary training so they can fulfill their duties.
- Collaborate with the Board to identify, evaluate, and implement measures to mitigate organizational risks.

### **Relationships**

- Build MI's™ reputation across Canada, attend external meetings and important functions, handle media relations and create new networking opportunities.
- Develop good working relationships with Indigenous communities, cultural organizations, agencies, donors, funders, federal and provincial government and the public.
- Utilize “two-eyed seeing” (understanding and appreciating both Indigenous worldviews and traditions, and Western perspectives – introduced to the world by Mi'kmaw Elder Albert Marshall) in work with Indigenous and urban communities, staff, board, volunteers, and program participants.

### **Vision and Strategy**

- In partnership with board and staff, align the organization around a compelling vision for the future, one that we can rally stakeholders and donors around as we secure resources, human and financial to support our work.
- Advance our mission and objectives so we can ensure long-term sustainability and growth of the organization, including the identification of strategies to diversity funding sources.
- Develop goals, strategies and tactics in the form of annual plans as a key roadmap that introduces an accountability component to the strategy we develop.

### **Management**

- Build, lead and retain an effective and diverse staff team dedicated to the mission and with the requisite skills to be successful in their work.
- Establish effective decision making at all levels to ensure that voices are heard and that short and long term goals are met.
- Ensure the organization is resting on a fiscally sound foundation and that relevant parties

are informed about fiscal status and that financial information is communicated in a manner accessible to all.

### **Impact**

- Oversee the development and delivery of MI™ programs that align with our mission, vision and our long range organizational plans.
- Ensure there are effective systems for the regular evaluation of all programs, ever mindful of the need to adapt so we can continue to advance the 10 Principles of Reconciliation.
- Bring a spirit of innovation to the program work with an eye toward piloting new ideas that could be incorporated into or will maximize existing work.

### **Growing Resources**

- Develop in coordination with staff and board, growth strategies that evolve, adapt and innovate our programs to ensure MI's™ vision to "Cover Canada in Moccasins" is achieved.
- Establish a holistic 360-degree process to understand MI's™ operational performance so that informed decisions on future funding allocations and new funding opportunities can be effectively assessed.
- Leverage technology and innovative digital solutions to enhance program delivery, communications, fundraising efforts, and accessibility, ensuring initiatives harness the power of technology to reach a wide and diverse audience.

## **PREFERRED QUALIFICATIONS**

### **Education**

- Bachelor's degree or College diploma in business administration or a related discipline **OR** a combination of education and experience.

### **Experience**

- 2 years' experience in a senior leadership role.
- Experience working in a not-for-profit organization would be an asset.
- Good working knowledge of governance requirements and procedures including document preparation and reporting.
- Good working knowledge of:
  - Organizational Management
  - Human Resource
  - Strategic Development
  - Grants (writing, securing and management)
  - Risk Management
  - Community Engagement
  - Financial Forecasting and Reporting

## **REQUIRED QUALIFICATIONS & CRITICAL COMMITMENTS**

- Legally able to work in Canada.
- Travel within Canada when needed.
- Applicants **MUST** identify as First Nation, Inuit or Metis.
- Experience working within an Indigenous environment – Knowledge of First Nation and Métis historical, cultural and economic and knowledge of traditional protocols and practices.

## EMPLOYMENT AND APPLICATION DETAILS

### **SALARY**

- \$75,000 to \$85,000 per annum

### **Work Location**

- Mississaugas of the Credit First Nation, Hagersville, Ontario – Hybrid working – Travel as necessary.

### **How to Apply**

- The posting closes on **Wednesday February 12, 2025 at 3:00 PM EST.**
- Please send your resume and cover letter to **mi\_ed@pebblesandtwiggs.com**
- We strongly encourage applications from First Nations, Inuit and Métis People.

**Don't be too concerned if you don't tick all the boxes when it comes to the experience requirements that we've outlined – especially if this role really excites and interests you. We'd still love to hear from you!**