

Indigenous Editors Association

Call for Applications – Executive Director

Application Deadline: April 30, 2024

The Indigenous Editors Association (IEA) is seeking an Executive Director (ED). The ED will work remotely to assist our growing organization and support our organizational development, projects, and programming. We work in a collaborative environment guided by Indigenous values, and we are seeking an individual who is excited to help us build and who cares about community-based practices and Indigenous narrative sovereignty.

About the Organization

The Indigenous Editors Association is a membership organization that was formed as a mutual support network by Indigenous editors and publishing professionals. The IEA connects Indigenous people who work with stories and the publishing industry. Our purpose is to:

- Strengthen relationships among Indigenous editors, storytellers, and publishing professionals.
- Create opportunities for training and professional development for Indigenous editors.
- Promote Indigenous editors in the publishing industry.
- Create educational opportunities for the mainstream publishing industry to learn about working with Indigenous editors.

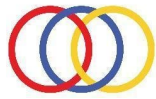
Why Join Us

This is an opportunity to join a group of passionate individuals who are working to uplift Indigenous stories and storytellers. It's an exciting time to join our organization. The organization is growing and expanding at a good pace, and we are looking for a new ED who can support the IEA's operations and development. As the ED, your work will directly impact Indigenous editors and creatives by helping us cultivate connections, build community, and spread awareness.

Our community, Board of Directors, and team members span lands and cultures. Collectively, we believe Indigenous stories and knowledge systems must be approached with Indigenous community-focused practices, employed with care by Indigenous editors. We hope to share our stories, the stories that created us and the ones that heal us, in a good way with each other and the world. By joining the IEA, you will be part of this meaningful and impactful work.

Position Details

Start date:	As soon as possible
Hours:	Flexible; 4 days per week (32 hours)
Location:	Remote (Canada)
Type:	1 year contract with the possibility for renewal
Compensation package:	\$75,000 - \$85,000 salary with benefits, annual vacation time, wellness days, and professional development and community engagement opportunities



Indigenous Editors Association

About the Role

We are seeking an enthusiastic individual to guide and develop the IEA's operations, funding models, programming, and community engagement. The ED is the senior employee of the organization, reporting to the IEA's Board, and leading a team of 3-5 people. The ED is responsible for the implementation and oversight of our projects and programs; directing the organization towards the goals and priorities set out in our Strategic Plan; and helping fulfill the IEA's missions and values. This is a dynamic and evolving role. The ED will have the opportunity to explore and create alternative organizational structures grounded in Indigenous governance frameworks and land-based wisdom.

Primary Responsibilities

Strategic and Development:

- Implement the IEA Strategic Plan.
- Support and facilitate staff in project/program planning and delivery.
- Develop strategic plans and business plans to deliver on goals.
- Act as a spokesperson for the IEA, manage communications, and participate in events on behalf of the organization.
- Develop and maintain strong community collaborations, connections, and partnerships.

Operations and Human Resources:

- Oversee and manage the organization's day-to-day operations and activities.
- Lead projects and programs developed in collaboration with team members.
- Lead and guide staff, contractors, volunteers, and interns by identifying priorities and objectives and offering support.
- Build a collaborative team by providing mentorship, and foster a supportive, welcoming, and inclusive environment.
- Report to the Board on operational activities.
- Monitor and manage internal and external communications.
- Manage and address conflicts or workplace issues or concerns.
- Manage employee recruitment, performance evaluation, and training.
- Develop and uphold wellness frameworks for all team members.

Financial Management and Funding Development:

- Develop and manage the annual operating budget and project/program budgets.
- Provide day-to-day financial management, accounting, and tracking.
- Ensure transparency, integrity, and accuracy in all financial transactions and reports.
- Manage external bookkeepers, accounting firms, and other services providers.
- Work with the Board to develop and implement the Funding Development Plan.
- Research and identify funding opportunities to build a sustainable funding model.
- Write and work collaboratively on grants applications, proposals, and reports.
- Prepare and deliver reports to funders.

Desired Skills and Qualifications

- Able to work remotely and be self-directed and self-motivated.
- Able to work independently and collaboratively.
- Management and leadership experience in a not-for-profit environment.
- Experience working with Indigenous individuals and communities.
- Experience working with a Board of Directors or similar structure.
- Knowledge of and experience with office administration.
- Strong communication and presentation skills and able to connect with varied audiences.
- Experience cultivating relationships with partners and stakeholders including funders, nonprofit organizations, community members, donors, etc.
- Strong time management, task prioritization, problem-solving, and delegation abilities.
- Organizational budget and financial management experience.
- Demonstrates commitment to discretion and confidentiality.

How to Apply

Qualified Indigenous applicants will be prioritized. We value employment equity and encourage all interested parties to apply, especially those from people with disabilities, people who are neuro-divergent, people of all gender expressions, and people from the 2SLGBTQ+ community. If you require accommodation in the recruitment process, please notify us by email at admin@indigenouseditorsassociation.ca.

- Please send your Cover Letter and Resume or CV in a single PDF to the IEA's Board of Directors at admin@indigenouseditorsassociation.ca.
- Please use "ED Application" as the subject heading.

Your interest in this opportunity is appreciated; however, only those candidates selected for an interview will be contacted. We look forward to meeting you!