

## *Posting on behalf of Métis Nation of Greater Victoria*

### **EXECUTIVE DIRECTOR - #23-062**

**Position:** Permanent Full-Time (37.5 hours per week)

**Location:** Greater Victoria area

**Closes:** Posting will remain open until filled and will close without notice

**Salary Range:** \$63,000 to \$75,000 annually

#### **ABOUT THE OPPORTUNITY**

Reporting to the Board of Directors, the Executive Director is accountable for the overall operational success of Métis Nation of Greater Victoria (MNGV).

A key function of this position is to ensure the goals and objectives of MNGV, as well as the terms of funding contracts and agreements for all programs, projects, and initiatives are met.

#### **ABOUT MÉTIS NATION OF GREATER VICTORIA**

Métis Nation of Greater Victoria (MNGV) develops opportunities to build community connections, represent the voice of Métis people in the Capital Regional District, and provide cultural learning opportunities to its members.

#### **KEY DUTIES AND RESPONSIBILITIES**

The Executive Director is responsible for the day-to-day operations of MNGV, which include but are not limited to supporting the preparation of annual and long-range plans and proposals for funding; managing membership, staff, and finances; implementing board directives and policies; applying for and reporting on grants; developing, monitoring, and delivering community programming; organizational and community communications; and, representing MNGV in consultations and engagements outside of the organization, including with governments, education institutes, Indigenous organizations and other stakeholders.

#### **THE IDEAL CANDIDATE**

- Post-secondary education or equivalent (i.e. life and/or work experience) in public administration, management, law, social sciences, economics, or business administration
- Knowledge of, and passion for, Métis culture, history and community



- Understanding of gender-based analysis (GBA+) and intersectionality
- Experience in financial management including invoicing, budgeting, making payments, and making financial recommendations to a governing body
- Experience in successful grant applications and reports
- Exemplary communication and interpersonal skills with respect to a broad range of audiences and stakeholders/rightsholders
- Experience in project and program management and event planning
- Experience in personnel management including hiring, conducting performance reviews and supervising staff
- Experience in financial management including bookkeeping, budget planning, and timely payment of invoices
- Experience researching policy and conducting and researching needs assessments
- Familiarity with the governance, culture, and history of MNGV, and the connection with Métis Nation British Columbia and the Métis National Council
- Experience working with a Métis community, governing body, or other Métis organization.

#### **OTHER COMMENTS**

- Occasional evening and weekend work
- Familiarity with computers, Microsoft Office and Google software, website management and basic graphic design
- Professional Development to be taken in the following areas:
  - Bookkeeping and fiscal management
  - Privacy and information management training (including on the topic of Personal Information Protection Act)
  - First-aid
  - Anti-racism
  - Cultural agility/safety training
- Ability to provide a satisfactory Criminal Record Check.

The above requirements are what MNGV is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Indigenous (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.



**MÉTIS NATION**  
BRITISH COLUMBIA

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Toll free: 1-800-940-1150

PLEASE NOTE THAT CANDIDATES MUST APPLY using "**Executive Director - #23-062**" in the subject line of the email. Please send your resume and cover letter to:

Caitlin Bird  
President  
**Métis Nation of Greater Victoria**  
Email: [secretary@mngv.ca](mailto:secretary@mngv.ca)