



## Job Description: Executive Director

**Location:** Saskatoon or Regina, Saskatchewan (Office provided on First Nations reserve land in either city; some remote work is acceptable)

**Overview:** The Executive Director (ED) serves as the operational and strategic leader of the Indigenous Manufacturing & Contracting Network (IMCN), Canada's first Indigenous-led, manufacturing and contracting cluster. Reporting to the Board of Directors and working closely with the Board Chair, the ED will strengthen IMCN's established systems, enhance its impact, and manage daily operations. The ideal candidate will bring strong business acumen in budgeting, financial management, task prioritization, and legal compliance to ensure IMCN's sustainable growth and member support.

**About IMCN:** At IMCN, we empower Indigenous communities to foster collaborative thinking to further drive workplace innovation. Our purpose is to improve the quality of life of Indigenous people and generate long-term prosperity through the support and promotion of Indigenous business and individuals in the manufacturing and contracting sectors.

### Key Responsibilities:

- **Organizational Leadership:** Lead IMCN's strategic goals by strengthening existing structures, promoting operational efficiency, and driving initiatives that provide measurable value to members.
- **Board Engagement & Reporting:** Report directly to the Board of Directors and conduct regular check-ins with the Board Chair. Schedule and facilitate quarterly board meetings, an Annual General Meeting (AGM), and provide regular updates on organizational performance.
- **Financial Oversight:** Oversee all financial operations, including budgeting, forecasting, and financial reporting. Manage banking relationships, ensure regulatory compliance, and maintain sound accounting practices.
- **Event Planning & Coordination:** Plan and coordinate key organizational events, including member events and client-partner engagements, to foster networking, promote IMCN's mission, and support member growth. Ensure these events are well-aligned with IMCN's strategic goals and deliver value to members.
- **Operational Management:** Oversee day-to-day operations with a focus on task prioritization and resource alignment. Ensure business processes are structured to support member engagement, advocacy, and program delivery effectively.
- **Membership Engagement & Growth:** Engage and expand the IMCN membership base by offering valuable resources, networking opportunities, and events, ensuring that membership needs are met and exceeded.
- **Advocacy & Stakeholder Relations:** Represent IMCN in government, industry, and Indigenous community discussions, advocating for Indigenous procurement policies and fostering strong, mutually beneficial partnerships.



- **Strategic Partnerships:** Develop and maintain key partnerships with industry leaders, funders, and government entities, amplifying IMCN’s role in the manufacturing and contracting sectors.
- **Legal and Compliance Oversight:** Ensure all organizational practices meet legal and regulatory standards, managing key contracts and compliance to protect IMCN’s interests.

**Qualifications:**

- Proven leadership experience, ideally within a non-profit or Indigenous organization, with a strong focus on operational and financial management.
- Demonstrated financial acumen, including experience in budget creation, financial forecasting, banking, and compliance.
- Experience in coordinating board activities, including meeting scheduling, reporting, and engagement.
- Effective task management skills, with experience prioritizing projects involving multiple stakeholders.
- Commitment to IMCN’s mission and knowledge of Indigenous economic development and advocacy.
- Strong skills in relationship-building and stakeholder engagement, with the ability to effectively represent IMCN’s mission to diverse audiences.

**Preferred Qualifications:**

- Experience in the manufacturing or contracting sectors.
- Background in legal and compliance processes related to non-profits or business associations.
- Experience with Indigenous community engagement, public policy, or economic inclusion initiatives.