



**PATHWAYS**  
**EXECUTIVE SEARCH**



Holly Andersen Cliffhanger (2014) Digital photograph ALL IMAGES © THE ARTIST

**DIRECTOR OF OPERATIONS**

**Inuit Art**  
**FOUNDATION**





Ningiukulu Teevee, 2023 KAMA Winner, accepting her award at the 2023 KAMA ceremony and reception, with Heather Campbell (September 2023) © THE WINNIPEG ART GALLERY

## About Inuit Art Foundation

As the only national organization dedicated to supporting Inuit artists in all media and geographic areas, the Inuit Art Foundation (IAF) works to empower and support Inuit artists' self-expression and self-determination while increasing the public's access to and awareness of artists' work.

They provide emerging and established artists with the tools and programming they need to chart the course of their own careers. This includes training and mentorship opportunities, access to markets, cultivation of the next generation of Inuit arts writers and critics and help to access grant opportunities for visual and performing artists.

For over three decades, the IAF has published the award-winning *Inuit Art Quarterly (IAQ)*, the only magazine in the world dedicated to circumpolar Indigenous artists, which ensures that Inuit voices are amplified and lead discussions of Inuit art. The IAF also offers a robust suite of artist support programs, including Kajungiqsaut Grants in partnership with the Canada Council for the Arts, the Kenojuak Ashevak Memorial Award, the Watt Scholarship, Developing Qanuqtuurniq: Artist Portal, Ilisarniq Series professional development workshops and much more.

# About Inuit Art Foundation continued

## Inuit Art Foundation Strategic Plan

The three key goals of the strategic plan are:

### Artist Support

Artists are the centre of the Inuit art community and should be able to pursue their careers on their own terms, no matter their artistic discipline, career stage, age, location, gender, sexual orientation or fluency in different languages. The Inuit Art Foundation will work to ensure artists are empowered to choose their career paths with full knowledge of and access to options and opportunities.

### Supporting a holistic ecosystem that nurtures and showcases artists

The Inuit art sector has traditionally been settler-led, and while many strides have been taken across the field to shift the balance of power back to Inuit, there is still much left to do. The Inuit Art Foundation will continue to support efforts to decolonize the sector's structures and create an ecosystem intentionally designed to support Inuit agency.

### Stewardship

The Inuit Art Foundation must be agile and responsive to meet the evolving requests of artists and Inuit art communities. This also requires working to ensure its sustainability.

Click [here](#) to learn more about the Strategic Plan 2024-2028.

Click [here](#) to learn more about the Inuit Art Foundation.





# The Role - Director of Operations

The Director of Operations plays a key leadership role in ensuring the IAF operates efficiently, sustainably, and in alignment with its mission and values. Reporting to the Executive Director and working closely with the Board of Directors, the Director of Operations will oversee the organization's operational, financial, and administrative functions while fostering collaboration, accountability, and innovation across the team.

## Key Responsibilities

[\(click for full description\)](#)

- Support in the recruitment, employment and release of employees along with the Executive Director, Human Resources and the Management team
- Work with the staff and Board in preparing a budget, see that the organization operates within budget guidelines, and provide timely financial reports to the Executive Director and Board of Directors
- Work with the leadership team to strategize and develop short and long-term objectives to ensure productivity and accountability
- Ensure that operational activities and related procedures are efficient, clearly articulated, documented and followed
- Develop, implement and monitor systems for effective collaboration and communication across the organization, such as ensuring communications to artists are consistent across programs and tracking program impacts
- Ensures that financial procedures are properly documented and followed
- Responsible for overseeing the annual external audit and ensuring all required Canadian and American statutory filings are completed correctly and on time
- Contribute to grant writing and fundraising documentation, proposals and reporting as needed by providing budgets, confirming details, assisting with planning and other related activities

# The Candidate

The successful candidate for this role will have the following:

## Knowledge, Skills, and Abilities

- Knowledge of the context the IAF works within, including Inuit artistic practice, Inuit culture and ways of being, international art trends and non-profit governance and regulatory requirements
- Understanding and awareness of Inuit and, more broadly, Indigenous/Northern lived experiences
- Experience in team leadership
- Proficiency in Microsoft Office Suite of programs including Word, Excel, and Outlook
- Understanding of financial reporting
- Strong written communication and editing skills
- Professional, respectful, and effective communication skills
- Sound judgement, analytical and problem-solving skills
- Effective organization, coordination, and planning skills

## Education and Experience

- Bachelor's degree or certificate in Arts, Business/Public Administration, or related field, or an equivalent combination of education and lived experience is an asset
- 5+ years' experience working in a similar role, with experience working in an Indigenous organization or community or Indigenous-focused role within a larger institution, considered a strong asset
- Experience in an arts organization is an asset

## Other Qualifications

- Willing to participate in personal and professional development
- Ability to work and motivate others, fostering strong teamwork
- Ability to travel multiple times a year when required



Glenn Gear TakKik rising (2024) mural installed at Onsite Gallery in Toronto, ON COURTESY ONSITE GALLERY © THE ARTIST

## The Application Process

The Inuit Art Foundation values employment equity and encourages applications from individuals of diverse backgrounds. We especially encourage Inuit and other Indigenous, Black and racialized people; Indigenous language speakers; those living in Northern communities; people with disabilities; all genders; and members of the 2SLGBTQIA+ community to apply.

The position offers a competitive compensation package with a salary range of \$95,000-\$110,000 with a Northern allowance, if applicable.

### To Apply

For more details or to further explore this important strategic leadership opportunity, please contact:

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To apply, please submit a Cover Letter and Resume, in PDF format, directly to Pathways Executive Search outlining your interest, qualifications, and experience to [Applications@PathwaysExecutiveSearch.com](mailto:Applications@PathwaysExecutiveSearch.com)

**Pathways Executive Search** is a national recruitment firm offering Indigenous-focused professional services. With a mission to make recruitment and career journeys less challenging and more equitable, Pathways is guided by Indigenous values and principles of Indigenous inclusion, which underscore the capacity to build an inclusive process for all racialized and equity-deserving professionals.