



**PATHWAYS**  
**EXECUTIVE SEARCH**



## **Associate Executive Director**



*National Centre for  
Truth and Reconciliation*

UNIVERSITY OF MANITOBA

*Centre national pour la  
vérité et la réconciliation*

UNIVERSITÉ DU MANITOBA



## National Centre for Truth and Reconciliation

A shared vision held by those affected by Indian residential schools (IRS) was to create a place of learning and dialogue where the truths of their experiences are honoured and kept safe for future generations. They wanted their families, communities, and all of Canada to learn from these atrocities so they would not be repeated. They wanted to share the wisdom of the Elders and Traditional Knowledge Keepers on how to create just and peaceful relationships amongst diverse peoples. They know reconciliation is not only about the past but also about a future all Canadians will forge together. The historic Truth and Reconciliation Commission concluded IRS was cultural genocide. Their vision is a gift to all of Canada and the world.



## The Organization

The National Centre for Truth and Reconciliation (NCTR) is a place of learning and dialogue where the truths of residential school Survivors, families and communities are honoured and kept safe for future generations. The NCTR is hosted by the University of Manitoba, educating Canadians and reaching out globally on the profound injustices inflicted on First Nations, Inuit, and the Métis Nation by the forced removal of children to attend residential schools and the widespread abuse suffered there.

The NCTR was created to protect the history of the residential school system and to document its many stories, including the legacy of human rights abuse inflicted upon Indigenous children and peoples. It also promotes continued research and learning while honouring Survivors in a way that fosters reconciliation and healing.

Based on the foundation of truth-telling, the NCTR was gifted the spirit name *bezhig miigwan* which means “one feather” in Anishinaabemowin, the language of the Anishinaabe people. The name is a reminder that every Survivor needs to be shown the same respect and attention an eagle feather deserves. The name also teaches us that we are all vital to the work of reconciliation. The NCTR is grounded by Indigenous distinct-based ceremony and teachings.

# The Organization continued

The NCTR provides survivors and their families access to their own history. It provides educators with accurate and sensitive material for the next generations of learners. It provides researchers with a pathway to understanding more deeply the residential school experience. It provides the public with access to historical records and other materials to help foster reconciliation and healing.

The NCTR holds the largest collection of materials on the history and impacts of the residential school system in the world, and one of the largest collections of oral history records in the country. Most importantly, the NCTR ensures the history of Canada's residential school system will **never** be forgotten.

## The Future Home of NCTR

In 2022, the federal government invested \$60 million to create a new permanent home for the NCTR, recognizing its crucial role in reconciliation. Currently, the NCTR operates in spaces across the University of Manitoba. The new facility, expected by 2029, will bring these resources together and serve as a central space for healing, learning, and remembering.

The NCTR's new home will be a safe space for Survivors to come together to share their knowledge and experiences. The Centre will also be a place where family members may visit for healing and to reconnect with lost histories and loved ones. It will be a place where children, families, and people from all walks of life can embark on their own journey of reconciliation based on understanding and appreciating the true history of residential schools. The Centre will be a memorial for children who attended the schools and for those who did not return home – a place where the fire of reconciliation will burn forever.

## NCTR Mandate

The NCTR derives its mandate from the Truth and Reconciliation Commission (TRC) of Canada's Calls to Action and from the agreements under which the Centre was established and the records of residential school Survivors first entrusted to its care.

The core pillars of the NCTR's mandate are:

- To be a responsible and accountable steward for the experiences, photos, and memories entrusted to the Centre by the Survivors of residential schools, to honour their truths, and ensure they can never again be forgotten or ignored.
- To continue the research work begun by the Truth and Reconciliation Commission and in this way contribute to the continuing healing of First Nations, Inuit and Métis peoples and the country as a whole.
- To build a foundation for reconciliation by promoting public education and understanding of the residential schools and how they are part of a larger history of violent assaults on the distinct cultures and identities of First Nations, Inuit and Métis peoples.

# NCTR Mandate continued

Residential school Survivors have expressed a shared vision of a place of learning and dialogue where the truths of their experiences are honoured and kept safe for future generations.

Survivors want their families and communities – and all of Canada – to learn from these hard lessons so they will not be repeated. They want to share the wisdom of the Elders and Traditional Knowledge Keepers on how to create just and peaceful relationships among diverse peoples. They know that reconciliation is not only about the past: It is about a future all Canadians will forge together.

This vision is the foundation of the NCTR – and it is a legacy gift to all of Canada.

## **Governance**

The NCTR is guided by a seven-member Governing Circle who ensure Indigenous input in the control of the materials held by the NCTR. This Governing Circle provides guidance on the centre’s policies, priorities, and activities, on ceremonies and protocols, methods and sources for expanding the Centre’s holdings and resources, and on confirming prospective partners.

## **The Office of the Vice-President (Indigenous)**

The NCTR fulfills this mandate in partnership with the University of Manitoba, under the terms of the University’s original proposal to the TRC, the 21 June 2013 Trust Deed, the 21 June 2013 Administrative Agreement signed between the Truth and Reconciliation Commission and University of Manitoba (“the Administrative Agreement”), and the 13 July 2015 National Centre for Truth and Reconciliation Act.

The NCTR reports through the Office of the Vice-President (Indigenous) (OVPI) at the University of Manitoba. The Vice-President (Indigenous) is responsible for providing leadership and vision in collaboration with University Senior Leadership on all matters relating to Indigenous issues including strategic and academic planning, academic programs, academic support services, research and international partnerships, administration, and external relations.

The OVPI consists of the Vice-President (Indigenous), the Director of the OVPI, the Director of Indigenous Engagement and Communications, two Associate Vice-Presidents, the Executive Director of the National Center for Truth and Reconciliation (NCTR); and several administrative staff. The total operating budget of the OVPI is approximately \$4.9 million.

# The Role - Associate Executive Director

As the inaugural Associate Executive Director (AED), you will support the Executive Director, the Governing Circle, and the Survivors Circle, overseeing day-to-day operations. You will manage administrative, operational, and financial functions, ensuring the NCTR's continued growth and ability to fulfill its mandate.

The AED will liaise with the Governing Circle and Survivors Circle and ensure they are properly supported in their governance roles. The AED will support the Executive Director in advancing the Strategic Plan and will ensure effective use of human and financial resources and strong internal communications.

In this role, you will be deeply involved in work that directly impacts Indigenous people and their communities. Focusing on the ongoing legacies of the residential school system, your work will continue to address the ongoing legacies of residential school systems which are complex and generational. Through that process you will have the ability to positively impact the well-being of Indigenous Peoples. Collaborating with a dedicated team, you will help keep the stories and truths of Survivors alive, ensuring their voices remain central to the national conversation.

This work is both challenging and deeply meaningful. You will encounter individuals on their healing journeys, requiring empathy, resilience, and an understanding of the generational impacts of historical trauma. Working closely with Elders, Indigenous communities, nations and people – the work at the NCTR is integral to leading reconciliation efforts.

The NCTR is a place of complexity, compassion, and heart. This role leads reconciliation, supports Survivors' voices, and uses education to support self-determination and Nationhood. You will conduct and support the work through a trauma informed lens as we continue the healing journey to make a lasting impact across Canada, with Survivors and the generations to come.



# The Role - Key Responsibilities

## Strategic Leadership

Strategic Leadership skills and expertise are critical in the ongoing development for the NCTR in continuing to lead the dialogue on the Calls to Action of the Truth and Reconciliation Commission (TRC). A complete understanding of the need for the TRC and the need for understanding of the legacy of residential schools is imperative. A visionary approach to establishing administrative support to achieve the goals of the NCTR is required. The Associate Executive Director of the NCTR will:

- Support the Executive Director in the implementation and evaluation of NCTR's Strategic Plan; and
- Ensure all NCTR operations have the capacity needed and are oriented to the fulfilment of the Strategic Plan.

## Governance Support

The AED upholds accountability to Survivors and supports Indigenous self-determination. You will ensure the effective functioning of the Governing and Survivors Circles, facilitate timely recruitment, and maintain up-to-date by-laws.

## Administrative, Financial and Operational Oversight

Effective administrative, financial, and operational oversight is a critical component of effective leadership in the NCTR. Programming focuses on the mandate of the NCTR, and projects are aligned with the themes of the mandate. Supporting the leads of the projects is important for the successful development and sustainability of projects and programs. The Associate Executive Director of the NCTR will ensure:

- Compliance with all relevant University of Manitoba policies and procedures and the decisions of the Governing Circle;
- Preparation, management, and monitoring of the NCTR resource planning and budgeting processes in collaboration with the Executive Director and the OVPI;
- Coordination of any necessary supports to major fundraising initiatives as required; and
- Effective and efficient use of all resources (human, financial, information and infrastructure) including staff orientation, training, and internal communication flows.

# The Role - Experience and Qualifications

## Education

- Master's level or advanced degree is an asset. A combination of education and experience will be considered.

## Experience

- At least seven (7) years of relevant experience, primarily in First Nations/Métis/Inuit communities, organizations in a policy, programming, research, administration, negotiation, or leadership role, is required.
- Proven administrative experience in an Indigenous community, organization and/or university environment is essential.
- Experience in strategic planning, development and implementation is essential.
- Previous academic administrative experience will be an asset.
- Experience with resources and financial management is required.
- Experience in identifying and developing partnerships to secure funding will be an asset.
- Proven experience with Indigenous community engagement.
- At least five (5) years' experience in managing or supervising a diverse team is required.

## Abilities, Competencies, and Skills

- A deep understanding of colonization's impact and the residential schools' legacy is essential, along with a strong commitment to decolonization, education, and dismantling harmful stereotypes.
- Must have the ability to provide effective guidance, mentorship, leadership, and delegation.
- Ability to foster effective communication flows is required.
- Knowledge of University policies and procedures in accounting is an asset.
- Excellent leadership, interpersonal, verbal, and written communication skills are required.
- Strong multi-tasking, time-management and organizational skills are required.
- Proficiency with various software applications (including Word, Excel, PowerPoint) and a willingness to learn additional programs required.
- Ability to deal effectively and professionally with all levels of staff, students and the public required.
- Strong problem-solving skills are required, as well as being able to foresee upcoming situations and take initiative in handling them.





## The Application Process

The University of Manitoba is committed to the principles of equity, diversity, and inclusion and to promoting opportunities in hiring, promotion, and tenure (where applicable) for systemically marginalized groups who have been excluded from full participation at the University and the larger community, including Indigenous Peoples, women, racialized persons, persons with disabilities, and those who identify as 2SLGBTQIA+ (Two-Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual, and other diverse sexual identities).

We invite passionate and qualified leaders to apply; however, due to the important and highly contextual mandate of the NCTR, Indigenous candidates will be given priority.

Nominations, applications, or expressions of interest should be directed to Joy Beshie or Saxon Miller.

To learn more about this leadership opportunity, please submit a comprehensive résumé and cover letter in confidence to Pathways Executive Search.

**Joy Beshie • Principal**

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**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.