

DIRECTOR OF OPERATIONS JOB DESCRIPTION

POSITION: Director of Operations

LOCATION and STATUS: Hybrid or Remote/Virtual Possible – 35 hours

DEPARTMENT: Administration

REPORTS TO: Executive Director

DIRECT REPORTS: [TBD]

SALARY LEVEL:

TRAVEL REQUIRED: Yes

Position Summary

The Inuit Art Foundation is an Inuit-led charitable organization providing support to Inuit artists working throughout Inuit Nunaat and beyond. As the sole national organization supporting Inuit artists of all disciplines and career stages within Canada and internationally, we connect artists to opportunities and advocate for structural change to reduce barriers to their success.

Responsibilities

- Maintain official records and documents, and ensure compliance with federal, provincial/territorial/state and local regulations;
- Support in the recruitment, employment and release of employees along with the Executive Director, Human Resources and the Management team;
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that human resources practices are in place;
- See that an effective management team, with appropriate provision for succession, is in place;
- 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;
- Lead departmental staff in developing and implement quality and quantitative standards and goals for work and evaluation of services in all areas of responsibility;
- Generate and manage contracts;
- Plan, monitor and analyze key metrics for day to day operations to ensure efficient and timely completion of tasks;
- 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 ensure 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;
- Hire, motivate, develop and manage the performance of a diverse workforce, in line with the IAF's goals and values; and
- Uphold the organization's policies and standards while ensuring legislative compliance.

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
- Commitment to and demonstrated engagement with Northern communities
- 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/Experience Requirements:

- 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 considered a strong asset;
- Experience in an arts organization is an asset.

Other:

- Willing to participate in personal and professional development;
- Ability to work and motivate others, fostering strong teamwork;
- Working at a desk or in front of a computer for an extended period of time is required; and
- Ability to travel multiple times a year when required.