



**AANISCHAAUKAMIKW  
CREE CULTURAL INSTITUTE  
(ACCI)**

**JOB POSTING  
POSITION AND CANDIDATE SPECIFICATIONS  
EXECUTIVE DIRECTOR**

**AUGUST 2021**

# **AANISCHAAUKAMIKW CREE CULTURAL INSTITUTE (ACCI)**

## **EXECUTIVE DIRECTOR**

### **ORGANIZATION**

Aanischaaukamikw is the cultural centre for the Cree communities of Eeyou Istchee in Northern Quebec. This major facility is located in Oujé-Bougoumou, QC, a community of approximately 700 persons. Aanischaaukamikw is a multi-purpose cultural entity, bringing together regional cultural programming for the Cree Nation for all to share on-site and throughout the communities. Aanischaaukamikw is both a place of healing and a place in which to practice, protect and enhance Cree language and culture by supporting local cultural activities and further developing regional programs.

### **EXECUTIVE DIRECTOR**

The Board of Directors of Aanischaaukamikw seeks an experienced Executive Director (ED) to lead the organization toward its vision and oversee the day-to-day operations. Reporting to the President of the Board of Directors, the ED is responsible for the effective and efficient management of Aanischaaukamikw based on the policies, priorities and orientations established in collaboration with the Board of Directors and the Executive Committee. The ED will play a strategic and crucial role in providing direction to the administration as well as leading the organization through change. The ED will also oversee the sound financial management of Aanischaaukamikw, including building sustainable financial support from both public and private sources, budget management, and the oversight of various financial processes, as well as be the primary person responsible for all human resources matters, initiatives and programs.

### **PRINCIPAL RESPONSIBILITIES**

#### **Strategic Leadership**

- Provide dynamic leadership and sound management practices to ensure the implementation of the overall vision and direction of Aanischaaukamikw while fostering strong collaboration with all communities to ensure a truly regional centre for the Cree Nation.
- Develop long-range strategic goals for the organization that will support the achievement of its overall direction and vision.
- Establish and strengthen partnerships and liaise with government agencies and departments, including the preparation and follow-up of all grant submissions.
- Liaise on an ongoing basis with the Cree Nation Government and other regional entities, such as the COTA and CNACA, Cree Trappers Association and local cultural representatives within the communities to build and maintain constructive and cooperative relations.

- Ensure that the development of all exhibits, programs and administration of Aanischaaukamikw are fully reflective of all aspects of Cree culture and heritage.
- Act as spokesperson for Aanischaaukamikw, as required.

### **Financial Management**

- Prepare the annual budget, including the proposed projections for human and financial resources, for approval.
- Monitor the budget and provide quarterly reports to the Executive Committee.
- Define and implement an effective funding strategy for Aanischaaukamikw to secure financial resources from both public and private sector sources.
- Oversee the execution of sound financial processes and procedures, and other financial day-to-day matters such as signing cheques, approving expenses, etc.

### **Human Resource & Facilities Management**

- Develop and implement HR strategies and initiatives aligned with the overall strategy (ex: HR policies, programs, practices, governance, and special projects).
- Address all employee relations situations in an equitable and fair manner.
- Advise and consult with the Board and Executive Committee on matters of HR policy and practices affecting Aanischaaukamikw and provide quarterly reports.
- Oversee all aspects of the Talent Management cycle, including recruitment, onboarding, performance management, employee development and engagement.
- Oversee the proper maintenance of the building and general upkeep of the property.

### **QUALIFICATIONS AND EXPERIENCE**

- A university degree in an appropriate discipline or the equivalent.
- Extensive experience at a senior management level (within the management of cultural, educational, government or community organizations is an asset).
- Strong management and planning abilities.
- Experience in creating and monitoring budgets, as well as securing funding.
- Experience in working with a Board of Directors.
- Experience in handling HR matters, from employee relations to organizational structure, governance, feedback, developing and implementing various HR initiatives.
- Strong background in the supervision of professional staff who are dedicated to serving the community.
- Capacity to speak publicly about culture and heritage from an informed perspective.
- Excellent communication skills, both verbally and in writing in English, as well as good public speaking abilities.
- Superior interpersonal skills with the ability to interact at all levels effectively, both with private and public organizations and with political diplomacy.
- Ability to communicate effectively in English; working knowledge of French and Cree is an asset.

## **KEY COMPETENCIES**

- Self-confidence, optimism, persistence and stamina, as well as demonstrated leadership qualities.
- A disciplined, multi-faceted and organized individual with the personal flexibility to deal simultaneously with a variety of situations.
- Commitment to working in a participatory, team-based environment.
- A direct, clear, consistent management style, approachable and compassionate, with a sense of humour and the capacity to make tough decisions.
- An appreciation of the traditions and achievements of the Cree and the capability to promote these through Anischaaukamikw.
- An open, friendly communicator with superior interpersonal skills and the ability to influence through personal credibility, as well as the authority of the position.
- A good listener with a reputation for openness and fairness in dealing with people.
- An engaged problem solver that is solutions-oriented and looks for win-win results.
- The capacity to innovate, to envision and articulate future directions, to innovate while being sensitive to current challenges, and to inspire others within the organization and outside to share their enthusiasm for the process of building for the future.

## **SALARY AND WORKING CONDITIONS**

- Salary is based on ACCI salary scale, relevant experience, education and qualifications.
- Benefits standard to ACCI.
- The incumbent is expected to be present in the office (except during occasional business travel).

**If you wish to apply for this position, please send your application and curriculum vitae**

**Attention: Alexander Moses – President (Interim) of ACCI**

**Caitlin Pelletier – Administrative Assistant**

**Email: [caitlin.pelletier@cngov.ca](mailto:caitlin.pelletier@cngov.ca)**

**Tel: 418-923-3002**

**Posting Date: August 25, 2021**

**Deadline for submission of application: September 15, 2021**