Executive Director

Indigenous Institutes Consortium
The Organization

The Indigenous Institutes Consortium (IIC) represents the collective and collaborative efforts of its seven Indigenous-owned and operated education and training institutions across Ontario. Since 1994, the IIC has successfully raised the awareness and profiles of member Indigenous institutions, learners, and communities. It was an instrumental mechanism in the establishment of Ontario’s Indigenous Institutes Act in 2017 (the Act).

**Mission**

IIC facilitates and champions recognition and relationships that advance Indigenous control over Indigenous post-secondary education in Ontario.

**Member Indigenous Institutions**

IIC member institutes are built on the foundation of Indigenous ways of knowing and being. IIC members are deeply committed to preserving and strengthening Indigenous languages, traditions, and cultures, and play essential roles in the promotion of cultural learning and language acquisition. With individual mandates driven by First Nations communities, the following IIC members support and deliver essential services that promote lifelong learning:

- Anishinabek Educational Institute
- Kenjgewin Teg
- Iohahi:io Akwesasne Education & Training Institute
- Ogwehoweh Skills and Trades Training Centre
- Oshki-Pimache-O-Win: The Wenjack Education Institute (Oshki-Wenjack)
- Shingwauk Kinoomaage Gamig
- Six Nations Polytechnic

Collaboratively and collectively with member institutes, IIC works to secure sustainable resources, support the development, and promote the recognition of member institutes and fulfill their collective **vision** to be educational institutes of choice for lifelong learning in culturally supportive environments for all learners.

Guided by a solid foundation with the **Seven Grandfather Teachings**, IIC members are aligned in their **values**. Courage and Wisdom guide their current path. Truth, Humility, Respect, Love and Honesty frame everything they do.
The Opportunity

Through 25 years of ongoing advocacy, IIC member institutes now have the policy and legal infrastructure in place to develop and deliver recognized post-secondary education credentials. Indigenous Institutes are recognized under the Act as a unique and complementary pillar of Ontario’s post-secondary education system alongside colleges and universities.

Today, the IIC is a collective voice of the Indigenous education sector across Ontario and is advocating for resources and the capacity building required to ensure that Indigenous education remains viable and sustainable for all Indigenous learners. As the IIC represents its members and builds broader awareness of the positive impacts of Indigenous education, longer term funding and sector stability must be attained. However, building the Indigenous post-secondary pillar will require ongoing collaboration, leadership and commitment from public funders and beyond.

Key Strategic Priorities

The IIC’s new Executive Director will continue to support and build on its member successes, ensuring that current and future Indigenous students have access to culturally safe spaces for lifelong learning and barrier-free post-secondary education and training. To make the mission and vision come to life, IIC members have articulated the following strategic priorities:
The Opportunity (continued)

- **Championing long term adequate, stable, and predictable funding for Indigenous Institutes**
  - Building and nurturing relationships within Federal/Provincial governments to influence funding decisions and increase core funding
  - Identifying philanthropic resources, private sector partnerships and contributions
  - Assisting Indigenous Institutes in accessing funding for Major Capital and Special Purpose grant funding

- **Supporting improved data collection and management with the goal of moving to a common data system**
  - Develop a process for an agreement on a Common Data System and Reporting Framework
  - Adopt an effective software program that collects, stores, and provides info to make good decisions on students, forecasts, and planning, measuring your level of success

- **Developing and disseminating best practices to support building the capacity of IIC member institutes**
  - Develop a shared services model to avoid duplication, build economies of scale, enhance collaboration and close program/service gaps
  - Design a joint process and research strategy
  - Ensure IIC members get the support they need to maintain and grow accreditation capabilities

- **Nurturing and growing IIC partnerships across the post-secondary education and training landscape**
  - Establish IIC as the relationship partner for Indigenous education
  - Identify and lead strategic projects that elevate and evolve Indigenous education
  - Create champions within post-secondary education institutions and associations by leveraging existing research
  - Support effective, respectful, and meaningful partnerships within post-secondary education systems
  - Assist in establishing professional standards in alignment with standards from the Indigenous Advanced Education and Skills Council (IAESC)
The Role

Reporting to the Indigenous Institute Consortium (IIC) Governance Circle, the Executive Director (ED) is the most senior officer leading and embodying the IIC vision and mission. They are responsible for the planning, development, management, administration, and integrity of all IIC matters and for ensuring compliance with all approved budgets and IIC policies. Most importantly, the ED ensures that IIC priorities and impacts are both visible and recognized within the education sector. They consistently act as a resource to IIC member institutes and drive toward the collective vision, creating the tools and supports needed along the way. The ED is also responsible for the following key areas:

Strategic Planning and Leadership

- Support the Governance Circle in the continued development and implementation of long-term strategic and annual operating plans and budgets
- Establish performance targets and indicators in alignment with the strategic plan and the workplan for the organization to achieve its targets
- Proposal development and lobby efforts to raise funds for the IIC
- Provide timely proactive advice to the Governance Circle regarding any developments that might impact the IIC capacity to pursue its objectives
The Role (continued)

External Engagement and Partnership Building

- Represent the IIC positively to the community, key stakeholders and government Ministers and officials
- Develop and maintain effective, professional relationships with the Governance Circle, staff, contractors, funders, other key stakeholders, the media, and the public at large
- Maintain and expand partnerships for the IIC

Operations

- Implement Governance Circle policies and directives within the parameters of legislative and regulatory provisions, the by-laws and Board policies and directives
- Work with the IIC financial firm and experts to ensure completion of the annual audit and to ensure transparent, accountable processes and policies are in place that align with International Financial Reporting Standard (IFRS) and any public funder reporting requirements
- Engage in professional development to understand and comply with IIC governance policies
- Support the Governance Circle in the development of the competencies of Governance Circle members to fulfill their responsibilities
- Manage the IIC’s financial and human resources in pursuit of its objectives
- Manage and mitigate risks to the IIC, its members and Governance Circle members
- Develop information systems and provide reports that allow the Governance Circle to assess the financial status of the IIC and progress in meeting its objectives
- Manage all employee and contractor relationships, consistent with the provisions of applicable legislation, regulations, funder expense guidelines and within the parameters of the approved budget
- Coordinate the quarterly and special meetings of the Governance Circle, including committee and the Annual General Meetings
Qualifications

Education and Experience

- Postsecondary graduate, graduate degree preferred with specialization in a field directly relevant to Indigenous postsecondary education and training, public policy, and government relations
- Minimum 5 years’ leadership experience as an organization administrator, including responsibility for budget, personnel recruitment, retention, and evaluation
- Minimum 5 years’ experience in post-secondary advancement and fundraising, including a proven track record of securing external grants and contract funding
- Minimum 5 years’ experience in developing and implementing strategic and operational plans to achieve organization goals, and successfully managing the related resources

Knowledge, Skills, and Abilities

- Deep knowledge of Indigenous histories, protocols and values; Passion for Indigenous education and commitment to advancing the aspirations of Indigenous peoples
- Proficiency in strategic planning, change management, and policy development
- Demonstrated commitment to the promotion of Indigenous research, education, and language revitalization
- Familiarity with the development of and challenges faced by Indigenous Institutes
- Excellent leadership and interpersonal skills, including diplomacy and tact, timely and respectful conflict resolution, and negotiation
- Demonstrated proactive, action-oriented style; A leader who cultivates opportunities and solutions
- Excellent communication skills with an emphasis on written expression (i.e., faultless spelling and grammar, and professional style)
- Highly organized with sound professional judgement
- Ability to work under pressure and manage schedules, portfolios, and timelines, to meet demanding deadlines
- High level technical skills and demonstrated proficiency with standard desktop computing programs, including spreadsheets, word processing, and database applications
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 PDF Cover Letter and Resume directly to ottawa@leadersinternational.com outlining your interest, qualifications, and experience.

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