

EMPLOYMENT OPPORTUNITY

National Aboriginal Lands Managers Association (NALMA)

Position: Associate Executive Director

The National Aboriginal Lands Managers Association (NALMA) is a federally registered not-for-profit organization that is Aboriginal-controlled, community-based, and membership-driven dedicated to raising professional capacity in First Nation land management.

NALMA is seeking an experienced and driven individual to fill the position of NALMA's Associate Executive Director.

Position Summary:

Under the immediate supervision and mentorship of the NALMA Executive Director, the position of the Associate Executive Director will assist and learn alongside the NALMA Executive Director in the overall management of NALMA in accordance with the strategic directions set by the Board of Directors.

The Associate Executive Director will establish partnerships, collaborate with the member Regional Lands Associations (RLA), membership at large, government and other organizations to advance NALMA's mandate and operations.

Key Responsibilities:

- Participate with the Board of Directors in developing the strategic plan and provide leadership in the implementation of the plan
- Work in partnership with the Board to develop policies and plans consistent with the organization's mandate and member expectations
- Provide information, and knowledge, and advice to keep the Board informed and support Board decision making processes
- Assist in the management of the day-to-day operations of NALMA
- Assist in the hire, reward, discipline, terminate, and set the remuneration of, all association employees in accordance with policy and/or approved budgets
- Provide leadership to staff to achieve service excellence and effective programming
- Leverage funding opportunities to ensure the continued success of NALMA
- Collaborate, liaison and support the RLA members in achieving their successes
- Build and maintain relationships with key external stakeholders and lead strategic partnerships
- Assist in carrying out the goals and objectives of NALMA generally
- Promote the role of NALMA and Regional Lands Associations (RLA) throughout Canada

Location: Curve Lake First Nation, Ontario (Telecommuting arrangement to be considered)

Employment Type: Contract until March 31st, 2026, full-time temporary with a possibility of fulfilling the indeterminate role of NALMA Executive Director
Start date immediate. The successful candidate will be subject to a six month probation period.

Language: English
Fluency in English (written, comprehension and oral)
Practical ability in an Indigenous (written, comprehension and oral) would be an asset.
Practical ability in French (written, comprehension and oral) would be an asset)

Closing Date: Friday, November 24, at 4:30 p.m. – Eastern Standard Time (Late applications will not be accepted)

Annual Salary: \$ 112,300.00 – health and dental benefits upon successful completion of probationary period (Annual Salary is Non-negotiable)

Job Description: Available upon request

Skills, Knowledge, Competencies: Must possess.

Advanced skill level of:

- Business
- Leadership
- Planning and organization
- Communications (written & oral)

Advance Knowledge

- Strategic Planning
- Business Management
- Non-profit organization and legislative requirements
- First Nation Lands Management (an asset)

Advance level of competencies

- Develop and evaluation of business plans, proposals, budgets, reports, and work plans
- Human Resource Management
- Supervisory
- Financial Management
- Policy and Procedure development
- Proficiency in the use of hardware and software technology primarily in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Teams), Adobe Pro, Internet Explorer, various online communication methods and training programs
- Maintain confidentiality and ensure legislated privacy requirements are met.

Requirements

- A bachelor's degree in business/public administration, Higher Education, or other related field, or an equivalent combination of education and direct related experience
- Executive Management of Non-Profit: 2 years (preferred)
- Working with Indigenous Programs: 2 years (preferred)
- Working with non-profits in Indigenous Field (preferred)
- Own transportation and a valid driver's license
- Willing to work overtime and travel including weekends and evenings
- Successful candidate will be required to provide a criminal record check as a condition of employment

- Qualified persons of Indigenous ancestry will be given preference in accordance with s16 (1) of the Canadian Human Rights Act.

Personal Suitability

Initiative; Effective Interpersonal Skills; Accurate; Team Player; Client Focus; Reliability; Organized, and Maintain Confidentiality

How to Apply: Mail, Fax or Email the following:

- Covering Letter
- Resume
- Three current references

Send To: Leona Irons, Executive Director
National Aboriginal Lands Managers Association
1024 Mississauga Street
Curve Lake, Ontario, K0L 1R0
Fax: (705)657-7177 or Email: liron@nalma.ca

