



Indigenous Destinations Saskatchewan (IDS) is seeking an experienced leader for the position of **Executive Director**.

IDS is a newly formed organization that will be the provincial destination marketing and development organization for Indigenous tourism in Saskatchewan; with a goal to enhance economic viability, further engage and support Indigenous peoples and nurture partnerships.

This position requires excellent leadership skills, relationship building skills, effective problem-solving skills and strategic thinking with a focus on achieving and meeting the goals set out in the strategic plan of IDS.

Responsibilities include (but are not limited to):

Operations

- Oversees all IDS operations and provides effective leadership to the organization.
- Develops and maintains a strategic communications program that effectively shares the vision of IDS with key stakeholders.
- Strategically manages human, financial and information resources, understanding the business implications of decisions and strives to improve organizational performance.
- Develops financial systems for IDS including establishing a bank account, signing authority policies, accounting systems or hiring a consultant to play this role.
- Prepares an annual operating budget for approval from the board.
- Organizes and participates in Board meetings to report on the status of programs and projects, to present matters requiring the approval of the Board.
- Prepares and submits business plans, budgets, economic and business opportunities, financial statements, and statistical reports for consideration and action by the Board.
- Communicates to the Board on a timely basis any material matters affecting IDS and its business partners.
- Interprets the Board's goals and policy guidelines and translates them into specific operational plans that are practical and financially feasible.
- Develops and communicates a membership structure with input from the board.
- Implements a fundraising and partnership strategy to achieve financial sustainability for the organization. This includes writing funding proposals and seeking corporate sponsorship to operate the organization.
- Establishes an effective internal organizational structure that is focused on successfully aligning internal human resources objectives through leadership practices and behaviours that engage, motivate, and inspire others.
- Ensures human resources and operational objectives contribute to the realization of the vision, mission, goals and objectives of the organization as defined in the strategic plan.

Leadership

- Ability to lead the implementation of the Indigenous Destinations Saskatchewan strategy in consultation with the Board of Directors, ITAC and Tourism Saskatchewan. (The strategic plan will articulate a future vision to ensure IDS's image, performance and success are achieved.)



- Acts as IDS's primary spokesperson, participates in public speaking opportunities and attends community events to build IDS's profile.
- Leads the development and maintenance of a website for IDS.
- Oversees the hiring of a new team as the organization grows.

Education

- Post-secondary degree in a discipline related to tourism management or business management.

Relevant Experience

- Minimum five years' demonstrated leadership and management experience in a senior management role within a similar organization.
- Experience working for and with a Board of Directors, and strong knowledge and understanding of Board governance practices or not for profit frameworks.
- Experience in developing tourism strategy.
- Experience working in a fast-paced environment with excellent time management skills.

Skills and Abilities

- Good understanding of capacity building processes, procedures and challenges in Indigenous businesses and communities that are registered as non-profits.
- Knowledgeable of Indigenous culture and a strong desire to develop economic opportunities for Indigenous tourism businesses.
- Knowledge of funding sources, including public and private sectors, government and non-government, and the willingness and ability to research alternative sources of funding.
- Solid human resource management skills and knowledge to build a high-performing team.
- Strong financial management and budgeting experience.
- Excellent oral and written communications skills.
- Excellent analytical and problem-solving skills.
- Proficiency in the use of computer technology such as Microsoft Office suite of products.
- Must possess a current valid Saskatchewan driver's license and have access to a vehicle for travel.
- A sound working understanding of the tourism sector an asset.
- Established connections at senior levels of government and tourism marketing organizations in Saskatchewan and Canada also an asset.

The successful candidate will be primarily engaged in serving the interests of the Indigenous tourism industry, and preference will be given to citizens and Indigenous candidates who possess the necessary qualifications.

To apply to this position please respond **by May 5, 2023** to careers@chemistryconsulting.ca with the following position title in the subject line "**IDS Executive Director**", and **your full name**. Please provide a cover letter and resume outlining your experience, qualifications, and why you are passionate about working in and supporting Indigenous businesses and communities in Saskatchewan.