Vuntut Gwitchin First Nation | Human Resources

Visit us at **vgfn.ca**

CAREER OPPORTUNITY – PERMANENT

Executive Director

Who We Are

With boundless pride in our ancient cultural heritage and ancestral homelands, we exercise our inherent right to self-government, to take the responsibility for the general welfare of our Citizens, and to provide for the good governance of our community, lands and resources. We promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.

About the Role

The Executive Director is the senior administrative leader of the Vuntut Gwitchin First Nation (VGFN) and is responsible for the effective administration, management and day-to-day operations of the government. The Executive Director translates the priorities and directives approved by Chief and Council into operational plans, budgets, policies, programs and services. The position ensures that VGFN resources are managed responsibly, employees are effectively supported and supervised, and operations are carried out in accordance with VGFN laws, policies, approved budgets and applicable legislation and agreements. Reporting to the Chief, some of the responsibilities of the position include but are not limited to;

- ***Administration and Operational Leadership*** **-** Leads and oversees VGFN's day-to-day administration and operations, establishes departmental priorities and performance expectations, and ensures Chief and Council directives and strategic priorities are effectively implemented.
- ***People Management and Human Resources*** **-** Provides leadership, supervision, coaching and performance management to Directors and Managers while overseeing recruitment, employee relations, labour relations, staff development and the implementation of HR policies and practices.
- ***Financial Management and Resource Stewardship*** **-** Leads organizational budgeting and financial planning, monitors financial performance and expenditures, oversees procurement and contract administration, and ensures responsible and accountable use of VGFN resources.
- ***Program and Service Delivery*** **-** Oversees the administration and delivery of VGFN programs and services, ensuring departmental plans, service standards and performance measures align with approved priorities and available resources.
- ***Policy, Compliance and Corporate Governance Administration*** **-** Leads the development, implementation and maintenance of organizational policies, procedures and administrative systems while ensuring compliance with VGFN governance frameworks, agreements, applicable legislation and regulatory requirements.
- ***Management Committee and Organizational Planning*** **-** Chairs and leads the Management Committee, coordinates departmental planning and resource allocation, monitors organizational performance, and provides regular operational updates and recommendations to Chief and Council.
- ***Communications and Stakeholder Coordination*** **-** Ensures effective internal and external communication on administrative and operational matters, coordinates relationships with stakeholders and service providers, and works with the Political & Governance Affairs Director to align political commitments with operational implementation.

- ***Emergency and Business Continuity Management*** **-** Oversees administrative emergency response, business continuity and employee safety arrangements, ensuring organizational readiness and coordinated operational responses to emergencies.

What We Offer

- $214,131.53 - $234,206.17 per year (Based on the successful candidate's education and experience)
- Working Hours: 80 hours bi-weekly.
- 4% Northern Community Remoteness Allowance for employees residing in Old Crow full-time.
- 4% Northern Travel Allowance for employees residing in Old Crow full-time.
- 4 weeks' vacation to start plus two weeks paid time off over the Christmas season.
- A very healthy extended benefits package.
- 12 days management leave per year
- 10 days sick pay per year.
- 10 days paid special/personal leave per year.
- A matched pension plan.
- Subsidized Housing may be available.
- Relocation Allowance.

What You Bring:

- Bachelor's degree in business, management, public administration, Indigenous governance or related field, as well as continued personal and professional development. A professional designation is an asset.
- Significant (15+ years) leadership experience developing, implementing, and evaluating organizational strategic visions.
- Considerable (10+ years) experience motivating and managing staff, overseeing finance (budgets and procurement), policy, and governance, to translate political direction into operational strategy and business plans.
- Considerable experience in stakeholder management and negotiations to navigate and advance organizational political positions and interests.
- Leadership experience in the public sector and/or an Indigenous organization possessing a final/self-governing agreement is an asset.

Supporting You Along The Way

We believe that a rewarding career is not only good for our employees, but it also leads to better outcomes for our clients, workplace and the community. That's why we are committed to providing you with a competitive salary, health benefits, and a retirement plan. Beyond compensation, you will have the opportunity to make meaningful connections and work on initiatives that make a real difference in people's lives.

Posting Date: October 13, 2026 **Closing Date:** November 28, 2026

Status: Permanent Full-time **Location:** Old Crow

To Apply:

Please send your resume and a cover letter to: jobs@vgfn.ca

In accordance with the Canadian Human Rights Act (CHRA, Section 16(1)), hiring preference will be given to Vuntut Gwitchin First Nation Citizens. Following this, preference will be extended to Indigenous candidates, and then to those with experience and knowledge of First Nations customs and practices.

- ***While we appreciate all applications, only those selected for further consideration will be contacted.***