



POSITION: General Manager, NWT & Nunavut Chamber of Mines

Location: Yellowknife, Northwest Territories

Reporting to: The Executive Director (the “Executive Director”) and Board of Directors (the “Board”) of the NWT & Nunavut Chamber of Mines (the “Chamber”) through the Executive Committee (“the Executive”) and the Chamber’s President.

Job Purpose: Provide management of all aspects of the administration of the Chamber consistent with the Chamber’s Mission and Vision, its Strategic Plan and all objectives, strategies and policies as determined by the Chamber. Responsible for managing the Chamber’s day-to-day operations including human resources and financial management as well as supporting the Executive Director with the delivery of all programs and services, membership and retention, public relations, advocacy and lobbying efforts. As part of the Chamber’s ongoing succession planning, it is anticipated the General Manager will have the skills and capabilities for future transition to the role of Executive Director.

Roles, Accountabilities and Responsibilities

The General Manager will:

- Assume responsibility for the effective daily operations of an active and high-profile not-for-profit organization;
- Ensure compliance with generally accepted business practices, government regulations, employment standards, bylaws and internal policies;
- Work with the Board and Executive Director to develop the Chamber’s long-term Strategic Plan, and its annual budget and work plan;
- Work with the Executive Director to develop, recommend, and implement actions for the Chamber, consistent with the specified objectives of the Chamber, its Mission and Vision statements and Strategic Plan;
- Manage Chamber Human Resources, including staffing and implementation of appropriate compensation and employment policies;
- Supervise and develop Chamber staff and support services, as appropriate and as required, to ensure appropriate implementation and management of all Chamber programs;
- Direct and oversee accounting functions including budgets, payroll, government remittances and funding, and provide regular financial reports to the Treasurer, Finance Committee, Executive and Board;
- Execute approved plans and budgets, including preparing funding applications and submitting activity and annual reports to funding agencies as required by those agencies;
- Maintain Chamber self-sufficiency by assisting the Executive Director in soliciting and maintaining a strong membership base, taking on revenue-generating projects and seeking funding opportunities;
- Manage the planning, organization and implementation of public events and initiatives, including the annual Geoscience Forum in Yellowknife;

- Assume the duties as secretary for Chamber Board meetings including assembly of Board packages and minute taking;
- Support the Executive Director in establishing and maintaining effective working relationships with Chamber members, government (Federal, Territorial, Provincial, Municipal and Indigenous) and non-government agencies and industry organizations;
- Support the Executive Director as required in providing professional representation for the Chamber in public, community and other forums, providing the Chamber's voice on mining and exploration industry-related aspects;
- Maintain the Chamber website and social media platforms;
- Attend relevant territorial and national conferences and meetings to increase knowledge of, and advocacy for, the mining and exploration industry in the Northwest Territories and Nunavut;
- Support the Executive Director in providing executive support and advice to, and soliciting direction from, the Board, the Executive, the President and other Chamber committees, task forces and working groups as appropriate; and
- Assume other responsibilities as determined by the Board, the Executive, and the Executive Director.

Qualifications, Skills and Knowledge

The following are requirements for the General Manager role:

- Well-developed administrative skills, including staff management, corporate governance, budgeting, and accounting;
- Proficiency with standard office software, social media platforms and electronic communications and document storage;
- Excellent oral and written communication and reporting skills, including presenting publicly, facilitating discussions, and conducting meetings;
- Capacity to build and maintain an extensive working network across the three territories and Canada; and

The following are assets for the General Manager role:

- Formal training in aspects of organizational leadership, public relations, or business administration;
- Knowledge of Northwest Territories and Nunavut communities and regulatory frameworks specifically, and co-management regimes generally;
- Bilingual;
- Knowledge of the northern minerals industry, the mining cycle and the potential for minerals development in the North.

Experience

The General Manager has:

- Experience working at a management level, preferably in a professional leadership role;
- A strong governance background, able to work with government agencies with diplomacy;
- Experience working with volunteer/elected boards and member-based organizations; and
- Experience working in northern Canada.

Personal Qualities

The General Manager is a:

- Trusted professional with the ability to provide fair and impartial judgment through collaborative leadership;

- Results- and people-oriented manager with strong interpersonal capabilities;
- Creative and innovative thinker, able to take a broad view and find pragmatic solutions to complex issues;
- Persuasive, assertive and service-oriented advocate/manager/leader;
- Multi-tasker with the ability to accomplish a continuous high volume of daily activity concerning many different matters of varying magnitude but of equal importance;
- Detail-oriented self-starter, capable of working with minimum supervision and minimal staff support;
- Strategic thinker comfortable in multiple stakeholder settings;
- Collaborator with strong networking abilities.

Position Creation Date: May 2023, with an expected transition date to the Executive Director role on or around Q3 2024.

Hours: Regular in office (Monday – Friday; 8:30am – 5pm), plus such additional or alternative time commitments as may be required from time to time.

Compensation: The Chamber offers a competitive compensation package that may be adjusted to fit the qualifications of the successful candidate. Compensation includes a combination of salary, benefits and vacation. A comprehensive benefits package commences after 90 days of employment, while salary and vacation are negotiable. Starting annual salary may range from \$140,000 to \$170,000, and may be adjusted following successful transition to the Executive Director role.

Interested applicants are invited to send their resumé, with a cover letter in confidence, to:

Email: executivedirector@miningnorth.com , or
 NWT & Nunavut Chamber of Mines
 #4, 5120 – 49th Street, Yellowknife, NT X1A 1P8
 Attention: Executive Director and President

Deadline to apply: Friday, May 12, 2023