

Executive Director

Duration:

Indeterminate, Full Time -
Twelve (12) Month Probation
Period

Division:

Executive Office

Salary:

\$149, 468.80 - \$201, 801.60
per year (40 hours per week)

Deadline To Apply:

May 1, 2026 4:00 pm

Details

Purpose:

The Executive Director develops and implements the organization's vision, goals and strategic plan in collaboration with the Council of Chiefs, ensuring that strategic goals and priorities set by the Council of Chiefs are supported through functional, efficient and administrative processes. The Executive Director leads, manages and coordinates the day-to-day administrative affairs and operational activities in conjunction with the Executive Team.

Roles & Responsibilities:

Determines organizational strategy in collaboration with the Council of Chiefs and interdependently implements operational and administrative matters on a continuous and active basis.

- With the Council of Chiefs, evaluates the needs of the community and determines strategic and organizational direction that considers political direction.
- Ensures the Mohawk Council of Kahnawà:ke (MCK) organization's administrative and operational functions operate interdependently and in alignment with the strategic coordination and the political functions of the organization.
- Implement the political strategy, as set by the Council of Chiefs, and recommends directives and initiatives to enhance organizational efficiency and effectiveness.
- Stays informed of factors and issues affecting the community assets and the organization's services.
- Provides leadership on strategic issues affecting the organization and prepares and presents findings, options, and recommendations to the Council of Chiefs.
- Provides reports to the Council of Chiefs on organizational performance.
- Represent the organization on operational matters within the community and internally, or designate another executive as required.
- Facilitates, mediates, and conciliates in high-level controversial situations, conflicts, and high stress situations. Develops and maintains positive and effective working relationships with the Executive Directors Committee (EDC), internal/external boards and committees, and other key stakeholders.
- Protects the organization and its integrity in carrying out strategic direction from the Council of Chiefs.

To guide and ensure organizational direction and effectiveness with the Executive Team.

- Implements strategy to carry out the community vision, as set out in the *Shared Vision Statement*, and sets the global direction for the organization.
- Provides direction for the development, implementation, and evaluation of operational and administrative plans to achieve the strategic direction.
- Facilitates and communicates cultural change within the organization, promoting a culture that is collaborative, results-oriented, reflective of Kanien'kehá:ka cultures and traditions, focused on continuous improvement, and empowers MCK leadership to create this culture amongst their teams.
- Collaborates with MCK leadership and provides guidance for decision-making.

To direct and oversee the administrative affairs and operational activities of the organization.

- Provides the Council of Chiefs with appropriate policy advice.
- Proactively identifies potential risks and implements mitigation strategies to protect the employees, assets, and operations.

- Evaluates administrative/operational policies, processes, and procedures to ensure alignment with the strategic direction.
- Provides direction to the Executive Officers in establishing metrics and Key Performance Indicators (KPI's) to measure, follow, and evaluate organizational performance.
- Conducts needs assessments and gap analyses to ensure administrative operations are meeting community needs.
- Ensures administrative operations are meeting community needs through effective organizational development and design.
- Evaluates resource requirements.
- Directs administration to ensure cost-effectiveness, maximum productivity, and maximization of resources.
- Stays informed of the overall financial position from the Executive Financial Officer (EFO).
- Ensuring essential operations during organizational critical situations.
- Accountable for the overall administrative affairs, including Human Resources, Information Management, Communications, Legal Services, and Administration.
- Ensuring a Strengths, Weaknesses, Opportunities & Threats (SWOT) analysis of the organization is completed and maintained.
- The development of a risk and mitigation strategy.
- Ensuring participation in other community strategies.
- The strategic planning process in collaboration with the Council of Chiefs, and the implementation of organizational strategy & plans.
- Ensuring macro-level financial situations, issues, and foreseen financial impacts are addressed.
- Ensuring the continuous improvement of the organization.
- Adherence to MCK Employment Policies, *Executive Limitations Policy*, *Relationship Framework between the MCK Executive Director and MCK Ratitsénhaienhs & Ohén:ton Í:rate/í:iente ne Ratitsénhaienhs* and Kanien'kéha Language Initiatives.

Education & Experience:

- Bachelor's Degree in Public Administration/Affairs, Business Administration or a related field, plus 12 to 15 years of experience in a leadership role in a related field.

OR

- Master's Degree in Public Administration/Affairs, Business Administration or a related field, plus 8 to 10 years of experience in a leadership role in a related field.

Knowledge, Skills, Abilities:

- Knowledge in the following areas is required: Governance, human services, and finance.
- Excellent oral and written skills required.
- Ability to plan and evaluate, implement programs, and meet deadlines.
- Experience in community relations is preferred.
- A high level of personal skills is required to conduct formal, persuasive presentations to internal/external groups and to deal effectively with people from all segments of the community.
- Ability to develop strong and constructive relationships with political leaders, executive colleagues, outside agencies, organizations, and individuals.
- Ability to prepare briefing notes, updates, memos, and correspondence as required.
- Conveys a professional and positive image and attitude.
- Demonstrates commitment to continued professional growth and development.
- Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes rapid decisions regarding administrative issues.
- Demonstrates professionalism, discretion, and courtesy when interacting with internal and external clients, fostering positive and respectful working relationships.
- Maintains confidentiality.
- Adhere to MCK Employment Policies, *Executive Limitations Policy*, *Relationship Framework between the MCK Executive Director and MCK Ratitsénhaienhs & Ohén:ton Í:rate/í:iente ne Ratitsénhaienhs* and Kanien'kéha Language Initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

Working Environment:

- Five (5) day work week.
- Hours may be long and irregular.
- Maintains a flexible work schedule to meet the demands of Executive Management.
- This is a high-stress position based on full responsibility for operations.
- Occasional travel.
- Occasional attendance at community meetings.

Decision-Making Authority:

- Decides on the need for strategic planning process.
- Directs the implementation of global organizational goals & priorities.
- Decides on the organizational strategy approach, in collaboration with the Council of Chiefs.
- Ensures leadership competency, sets expectations, and establishes leadership team.
- Determines organizational change requirements in line with the community vision and MCK political direction.
- Sets accountability and reporting requirements.
- Establishes appropriate forums, linkages, and communication methods.
- Decides upon policy needs.
- Decides on administrative requirements for the organization.
- Has authority to respond to organizational critical situations that require executive decision-making within the framework of MCK governance frameworks and policies.
- Ensures essential operation of the organization and related services.
- Determines organizational strategic goals and direction.

Ensures decisions respect the *Executive Limitations Policy* and the *Relationship Framework between the MCK Executive Director and MCK Ratitsénhaienhs & Ohén:ton Í:rate/í:iente ne Ratitsénhaienhs*.

Accountability:

- Represents the MCK with the public in a positive and professional manner.
- The development and implementation of a communication strategy.
- The identification of leadership competencies, setting expectations and establishing the leadership team.
- Determining policy needs.

Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.

To Apply:

Email your applications with all the required documents to **applications@mck.ca**