



# General Manager (Part-Time, Contract)

## Indigenous Gathering Place Society of Calgary (IGPSC)

### Are you inspired to build a community of support for the Indigenous Gathering Place?

The Indigenous Gathering Place Society of Calgary (IGPSC) wants to hear from you. We are looking for a General Manager that will work with our Board, our members and communities to build the foundation upon which the first-of-its kind Indigenous Gathering Place can be realized in Calgary.

*There are over 500 places in Calgary devoted to cultures and spirituality.  
... and not one is specifically dedicated to Indigenous peoples' ceremonial practices.*

We are a group of passionate people whose purpose is to create a physical space in Calgary for Indigenous Peoples to reconnect with their origins, identities, languages, protocols and traditions. The IGP will be a purpose-built place of learning, support and healing that will set all nations at or near Mohkinstsis on the road to reconciliation.

The Indigenous Gathering Place is not yet built and the primary focus now is on strengthening our organization, nurturing our relationships and growing a community of support around the creation of an Indigenous Gathering Place in Calgary.

#### INTERNAL RELATIONSHIPS

Board of Directors  
Volunteers

#### EXTERNAL RELATIONSHIPS

Members and friends  
Indigenous communities  
Existing donors

### The Contract

The General Manager is a part-time, one-year contract for 40-60 hours per month that reports directly to the Board of Directors of the IGPSC, which is majority Indigenous. ***The General Manager's primary outcomes will be to work with the Board of Directors to establish an organization that straddles Indigenous and western ways, nurture our relationships with urban Indigenous populations and Nations, and cultivate a community of support for the IGP.***

1. **Organizational.** Continue the work of establishing a healthy, sustainable organization, in particular parallel protocols and practices.
  - a. Support the work of the Board to secure charitable status for the IGPSC.
  - b. Establish a calendar of activities for the year highlighting both Indigenous and western ways, based on the Board-approved operating plan and anticipated milestones for Board committees.
  - c. Establish the systems and procedures behind the work of the Board committees.
  - d. Approve expenditures within the authority delegated by the Board, oversight of the budget, monthly financial reports and annual statements generated by the Treasurer.



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- e. Act as a primary point of connection for our communities, triage to Board and volunteers as appropriate, and act as secondary representative and spokesperson for IGPSC where the co-chairs are not available.
2. **Relational.** Build on the efforts of the Board and volunteers to nurture and grow deeper, reciprocal relationships with our communities.
  - a. Deploy your own social capital in our communities to oversee a program of continuous and meaningful engagement, with a focus on our members, friends-of the IGP and urban Indigenous populations.
  - b. Provide logistical support and attend all community meetings.
  - c. Ensure listenings and learnings are shared with our communities and integrated into organizational planning.
  - d. Respect western ways of documentation, deadlines, process and reporting, while respecting traditional ways of oral storytelling, language and ceremonial engagement throughout.
  - e. Be a first point of contact for Elders, youth, community members and inquiring individuals and assign continuous follow-up as appropriate.
3. **Integrated.** Work closely with Board committees to deliver on existing Board-approved workplans.
  - a. Support the work of the Marketing and Communications Committee to deliver our strategy for increased brand awareness, broader community engagement and day-to-day social media and issues management. Identify resourcing gaps and recruit paid (contract, on Board approval) or unpaid (volunteer) support as needed.
  - b. Support the work of the Fundraising Committee to meet targets established in the annual operating plan and eventual capital campaign strategy. Work with the Fundraising Chair to develop and deliver a donor stewardship and reporting framework.
  - c. Support the Board executive to advance the pre-construction phase and the Land Transfer process with the City of Calgary. Attend meetings, support the board in preparation and create informational updates to move the process forward.
  - d. Work with the Board and Development Advisory Committee to integrate insights from our communities into the planning for the Indigenous Gathering Place.
  - e. Liaise with the Secretary to establish Board meeting agendas, ensuring timely and accurate information to the Board for sound decision-making.
  - f. Develop policies and processes as needed.

### Qualifications

We're looking for a General Manager with:

- Advanced understanding of Canada's history with Indigenous Peoples, Treaty 7 and Métis Nation of Alberta, and can communicate the need for an Indigenous Gathering Place in Calgary as a result.



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- Awareness and experience of traditional ways and protocols (gifts, ceremonial participation, role of Elders and Knowledge Keepers in community) as well as lived experience with business administration (documentation, bylaws, electronic communications, etc.).
- A minimum of a post-secondary degree or diploma in Indigenous Relations, Communications, Public Relations, Business Administration or related discipline. A combination of education and relevant experience will be considered.
- Minimum of five years practical experience in a management role, including working with a Board of Directors, developing systems and processes, managing volunteers, managing budgets, and ideally experience growing and establishing an organization or social movement.
- Demonstrated social capital with our primary communities, i.e. urban Indigenous and First Nations communities.
- Sound knowledge of accounting, financial, and administrative management.
- Proficiency in Google products (Drive, Docs, Gmail, etc.) and keen interest in organizing shared drive for efficiency.

### **We'd love to hear from you!**

We encourage all who are interested to increase their knowledge and awareness of the Indigenous Gathering Place Society of Calgary **prior to** submitting their interest. Learn more at [www.indigenousgatheringplace.com](http://www.indigenousgatheringplace.com)

Please submit a resume with a cover letter or letter of intent by August 19th, 2022 to [igpcalgary@gmail.com](mailto:igpcalgary@gmail.com)

Only short-listed candidates will be contacted and asked for references. We thank you in advance for your interest. If you have specific inquiries related to the posting please send to [igpcalgary@gmail.com](mailto:igpcalgary@gmail.com)