



Job Posting: **Senior Director of Program Operations**
Department: Core
Location: Charlottetown
Position: Temporary – 1 Year Contract with possibility of Extension
Full Time 37.5 hours/week
Salary: \$110,000 – \$135,000
Deadline to apply: February 7, 2025, 3:00 pm.

The Mi'kmaq Confederacy of PEI (MCPEI) delivers quality programs and technical advice to Epekwitk Assembly of Councils, the Abegweit and Lennox Island First Nations' Councils and the provincial Indigenous community. As a member of MCPEI's workforce the successful candidate will be offered a competitive salary, quality benefits, generous vacation, and a respectful, healthy, and safe place to work and grow as a professional.

The Role

Reporting to the Executive Director (ED), the Senior Director of Program Operations (SDPO) is responsible for all aspects of program operations, planning and delivery. This includes directing the responsible Program Leads; program development, delivery, and results / outcomes; reporting; location management; and general administrative oversight.

As part of the MCPEI Senior Leadership Team, the Senior Director of Program Operations, is responsible for developing and managing the goals, policies and procedures for the organization that promote efficient operations, effective program delivery, and alignment with its vision and values. The SDPO will build and maintain excellent working relationships with all stakeholders. The contributions of this position are a critical success factor in the overall performance of MCPEI.

Key Areas the Senior Director of Program Operations is responsible for:

General Responsibilities:

- Provide overall leadership, direction and oversight to MCPEI program areas as delegated by the Executive Director.
- Oversee workflow deliverables and outcomes, troubleshoot, and provide assistance where required
- Foster and develop the MCPEI Senior Leadership team.
- Provide expert, contextualized advice to the ED on programs, services, opportunities and issues within the mandate of MCPEI to value, strengthen and support the organization

- Research, prioritize, and address significant issues and concerns directed to the ED, including those of a sensitive or confidential nature, and determine an appropriate course of action, referral or response
- Provides expert leadership and direction to broad system policy analysis and development to meet current and future needs and challenges
- Review and prioritize incoming and outgoing correspondence, memoranda, submissions and reports from across the continuum of MCPEI program and services. Prepare and present briefs to the ED for review and approval

Government Stakeholder Relations:

- Liaise with provincial and federal partners
- Provide strategic and operational advice to the ED to inform bilateral discussions or negotiations with government partners concerning MCPEI programs, services and funding arrangements

Governance Support:

- Work with ED to manage governance processes, and share information with internal staff as required
- Maintain a detailed knowledge of MCPEI governance processes and protocols, including in-depth knowledge of bylaws, Acts and other statutory requirements for non-profit organizations. Provide advice to the ED and guidance to internal staff, as required
- Oversee the consistent maintenance of proper governance documentation, including agendas, preparing meeting materials and packages, meeting calendars, minutes, action items, and motions

Financial Management and Oversight:

Plan and coordinate with the Senior Director Finance and Corporate Services to provide effective business planning, operational management and financial accountability for all MCPEI programs and services, including:

- Contribute to the development and administration of financial plans
- Support the use of business policies, procedures and accounting practices throughout the organization
- Review and analyze program financial reports. Support and advise the ED in decision making
- Contribute to the development and management of organizational budgeting processes

Human Resources:

In partnership with the Human Resources Manager, provide leadership to the human resource function for MCPEI, including:

- Recruitment, hiring, and compensation
- Professional training and development, including new employee orientation
- Retention and succession strategies
- Regulatory oversight and legal compliance

General Organization Operations:

Support the establishment and maintenance of organizational resources that strengthen and provide for effective operation of MCPEI programs and services, including leadership, direction and advice on:

- Risk management and regulatory activities, including letters of agreement, contracts, leases, legal documents and agreements
- Organizational reporting and monitoring processes
- Office management: oversee office property, lease and infrastructure for all MCPEI offices (Charlottetown, Summerside and Satellite Offices in Lennox Island and Abegweit First Nations)
- Epekwitk Assembly of Councils: working with the ED to provide staff support and guidance to the Epekwitk Assembly of Councils and act as staff liaison to relevant Assembly committees as required

Qualifications:

Education, Years of Experience:

Graduate or Undergraduate Degree in one of the following: Business Administration with a focus on Management or related field, or the equivalent in experience and relevant training. 10+ years of experience working at a senior level in a not-for-profit, government, or large corporate environment.

Candidate Profile:

- Experience with NGO's, organizations, interest groups and government or government agencies or business/corporate entities
- Knowledge of the strengths and challenges facing Indigenous people and their communities
- Ability to balance the need of the First Nation communities to grow while respecting traditional values

- High level strategic thinking and planning. Ability to envision and convey the strategic plans to the staff, board, volunteers, and donors
- Ability to effectively manage employees
- Ability to communicate effectively and collaboratively with internal and external stakeholders
- Ability to think critically and act logically to evaluate situations, solve problems and make decisions
- Ability to give and take direction and work independently
- Excellent interpersonal skills
- Ability to apply sound judgment and make decisions on short notice
- Ability to prioritize, multi-task, and organize work effectively and under pressure
- Excellent knowledge of technical documentation best practices
- Ability to participate effectively in intergovernmental affairs and liaise with government and other corporate officials to carry out MCPEI goals and objectives
- Ability to deal with confidential material in professional manner
- An understanding of MCPEI's socio-political environment and current affairs

Other

- Successfully pass a Criminal Record Check including the vulnerable sector
- Valid driver's license and own vehicle with clean drivers abstract
- Provide Covid-19 Immunization Record or Vax Pass

*Demonstrated equivalencies will be considered.

**Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission. MCPEI is committed to providing support and capacity building opportunities to Mi'kmaq individuals with the core competencies to take on positions such as this.

Please email your resume and cover letter to apply@mcpei.ca

with the job title "Senior Director of Program Operations" in the subject line

or mail/deliver application to:

ATTN: Human Resource Manager
 Mi'kmaq Confederacy of PEI
 201- 8 Stan MacPherson Way
 Charlottetown PEI C1A OJ7

Deadline to apply: February 7, 2025, at 3:00PM

We appreciate all those applying for this position and note that only those chosen for an interview will be contacted.