

Makerspace YK (MSYK) Job Posting – Executive Director

Position Summary	
Job Title	Executive Director
Status	Full-time
Location	Yellowknife, NT, Canada
Salary	\$75k+ per year, depending on qualifications/experience, plus benefits.
Reports to	President of the Makerspace board
Closing Date	August 16, 2022
To Apply	Please email your cover letter and resume to info@makerspaceyk.com with the subject of the email: "MSYK Executive Director Application, Your First and Last Name"

Job Purpose and Scope

The Executive Director (ED) is the most senior MSYK employee, responsible for the planning, funding, and implementation of the mandate of MSYK under the strategic guidance of the Board of Directors. The ED plays a key role in leading all activities required to establish and maintain the operation of the newly renovated Makerspace facility as well as a strong, sustainable, and relevant program of activities, learning opportunities, partnerships, membership and all initiatives that support the Makerspace goals.

The ED will be responsible for the establishment and operations of a Makerspace facility in Yellowknife, consisting of a workshop specialized in woodworking, a clean workshop specialized in digital lab activities, and a workshop specialized in arts and crafts. The ED will manage memberships, partnerships, and a tool rental library. The ED is responsible for the on-the-ground operations, partnership building, human resources, financial health and growth, as well as strategic business planning. The ED reports to the president of the Board of Directors.

At present, MSYK has two full-time employees who currently manage the woodworking shop and digital lab. These employees, along with our short-term and part-time contract staff, will report to, and work closely with, the ED.

Duties & Responsibilities

Leadership and Human Resources

- Supervise all existing employees;
- Lead the hiring process of future employees;
- Establish safety protocols and safety programs in accordance with the Safety Act and Safety Regulation of the Northwest Territories to ensure the health and safety of all members, visitors, volunteers, trainees, employees, Board members, and minimize risk;
- Establish programs to attract and retain volunteers to support program delivery and other operational needs;
- Provide comprehensive administrative and support services to the Board of Directors, including safety reporting, operations oversight reporting, human resource reporting and records management as well as any other research, reporting or information that is key to Board operations or Strategic planning; and
- Provide accurate and timely financial reports, including budget and variance reporting on a periodic basis.

Operational Planning & Management

- Plan and deliver programs, events and initiatives that are aligned with Board approved strategy, and MSYK mandate to ensure the organization's operations remain relevant to members and meet the expectations of the Board, government agencies, and partners;
- Manage administrative and financial matters and deadlines to ensure the organization is in good standing with Corporate Legal Registry and the CRA; and
- Educate, communicate and implement MSYK operational, financial, and Human Resource policies/procedures.

Fundraising & Sponsorship Development

- Develop a revenue diversification strategy, in line with the MSYK Strategic Plan, for Board approval that will include new revenue models, fundraising and sponsorship opportunities or innovative programming.

Financial Management

- Administer in compliance with Generally Accepted Accounting Principles (GAAP) the organization's funds in compliance with the approved budget and monitor the monthly cash-flow, including tracking and reporting on variances from established plans.

Risk Management

- Ensure organization's compliance with federal and territorial rules and regulations;
- Identify possible risks and bring it to the attention of the Board of Directors;
- Develop and implement, including on-going updates, a comprehensive workplace safety policy;
- Ensure WSCC Insurance is in place and that all workers, volunteers, etc. have adequate workplace safety training and that a comprehensive workplace safety and incident reporting protocols are in place; and

Marketing and Public/Community Relations

- Establish partnerships that enhance the reputation and operations of MSYK and that enhance support from the community at large.

Working Conditions

Physical Demands

The ED may spend long hours sitting and using office equipment and computers, which can cause muscle or eye strain. The ED may also have to do some light lifting of supplies, equipment and materials from time to time which will require an ability to bend and squat and lift up to 40lbs without difficulty.

Environmental Conditions

The ED may have to manage many projects at one time, and may be interrupted frequently to meet the needs and requests of volunteers, trainees, employees and contractors. The ED may find the environment to be cold, hot, busy, noisy, or dusty. The ED is responsible to ensure that all workspaces meet occupational & safety guidelines at all times. The ED will need excellent organizational and time and stress management skills to complete the required tasks.

Mental Demands

The requirement to work effectively with a variety of people including those who may be under stress can create conflict or difficult interpersonal relationships. The requirement to report to a Board of Directors can cause stress. Stress may be caused by the need to complete tasks or projects within tight deadlines.

Required Knowledge, Skills and Abilities

Desired Skills & Experiences

- Knowledge of the unique opportunities in Northern Canada, and the unique entrepreneurial culture of the City of Yellowknife;
- Experience writing successful proposals to funders seeking sponsorship, grants and fundraising support;
- Experience with Project Management, ideally in an industrial or entrepreneurial setting;
- Knowledge and understanding of government relations and advocacy;
- Experience in business management, human resource management or financial management; and
- Experience living and working in the North.

Skills

- Ability to be self-directed, solve problems independently, and assume a leadership role;
- Excellent computer skills including Microsoft suite and Google Drive;
- Verbal and written communication skills (fluency in English required) to effectively work with a range of stakeholders;
- Financial management skills including knowledge of bookkeeping, financial reporting, and budgets; and
- Conflict management and effective interpersonal skills to manage a variety of business and professional relationships effectively.

Acquisition of Knowledge, Skills and Abilities

The knowledge, skills and abilities required to be successful in this role are usually acquired through a combination of education and experience as follows:

- Experience managing operations of a facility and/or program delivery;
- University degree in a relevant discipline (formal education in management or leadership, project management, business, finance, or communications); and
- 2-3 years experience in a relevant field.

To apply:

Please email your cover letter and resume to info@makerspaceyk.com before August 16, 2022.