**Makerspace YK (MSYK)**

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| Position Summary |
| Job Title | Executive Director |
| Status |  Permanent, Full-time |
| Location | Yellowknife, NT, Canada |
| Reports to | President & Board of Makerspace |
| Closing Date | November 6 2020 |
| To Apply | Please email your cover letter and resume to makerspaceyk@gmail.com with the subject of the email: "MSYK Executive Director Application, Your First and Last Name" |

**Job Purpose and Scope**

The Executive Director is the most senior MSYK employee, primarily responsible for the planning, marketing, funding, forming of strategic direction, and implementation of the mandate of MSYK. The Executive Director plays a key role in leading all strategic and operational activities required to establish a physical facility as well as a strong, sustainable, and relevant program of activities, learning opportunities, partnerships, strong membership and other initiatives that support the Makerspace goals.

The Executive Director will be responsible for the establishment and operations of a Makerspace location in Yellowknife, consisting of a Dirty Workshop, a Clean Workshop, Tool rental library, and eventually a planned expansion which creates space for commercial tenants who share an interest in the goals of the Makerspace community. The Executive Director is responsible for the on-the-ground operations, research, partnership building, human resources, financial health and growth, as well as strategic business planning. The Executive Director reports to the Board of Directors.

**Duties & Responsibilities**

**Leadership and Human Resources**

● Hire, orient, train and supervise all employees;

● ● Establish safety protocols and safety programs to ensure the health and safety of all 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 all 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;

● Insure 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

● Research and recommend a comprehensive insurance program to ensure that the Board of

Directors and the organization have appropriate and adequate insurance coverage.

**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 Executive Director will spend long hours sitting and using office equipment and computers,

which can cause muscle or eye strain. The Executive Director 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 Executive Director 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 Executive Director may find the environment to be cold, hot, busy, noisy, and dusty. The

Executive Director is responsible to ensure that all workspaces meet occupational & safety

guidelines at all times. The Executive Director 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;

● Knowledge of the entrepreneurial and/or innovation ecosystem and how to support and grow ideas;

● Knowledge of how to write successful proposals to funders seeking sponsorship, grants and

fundraising support;

● Knowledge and experience with Project Management in an industrial or entrepreneurial

setting;

● Knowledge and understanding of government relations and advocacy;

● Experience in business management, human resource management and financial management; and

● Experience living and working in the North.

**Skills**

● Excellent computer skills including Microsoft suite and Google Drive;

● Verbal and written communication skills to enhance the communications with multiple

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 (B.Comm, Engineering, formal education in

management or leadership, financial and/or project management); and

● 2- 3 years experience a relevant field.