

Executive Director

United Way Northwest Territories

Location: Yellowknife, Northwest Territories. Remote opportunities may be considered.

Position Type: 30 Hours / Flexible/ Contractual

Reports To: Board of Directors

Salary: \$45–\$50/hour

About United Way

United Way Northwest Territories (UWNWT) works in partnership with community governments and Indigenous governments, non-government organizations, volunteers, donors and stakeholders to create lasting social change across the Northwest Territories. The UWNWT aims to build strong, healthy Northern communities where people can thrive by investing in local solutions to high-priority needs.

UWNWT promotes the organized capacity of people in the Northwest Territories to care for one another. By raising and redistributing funds through our Community Investment Fund and Emergency Funding Program, UWNWT supports projects, initiatives and organizations in addressing some of the most pressing social needs in our communities. UWNWT values and celebrates equality, as well as the wide range of ability, perspective and experience found in communities throughout the Northwest Territories.

UWNWT believes in developing community capacity and strives to earn the community's trust through collaborative work guided by integrity, transparency and shared common values. Our goal is to continue working alongside Northerners to better understand the greatest needs and determine the most effective means for UWNWT to contribute to their success. We define our success by the communities we support achieving their goals to improve social conditions.

UWNWT is dedicated to excellence and strives to be better each year and are always seeking new and better ways to achieve our goals. UWNWT maintains an Executive Director position and works externally to secure additional support as needed.

The Opportunity

UWNWT is seeking an experienced, values-driven **Executive Director** to provide strategic and operational leadership for the organization. Reporting to the Board of Directors, the Executive Director is responsible for advancing UWNWT's mission, strengthening its community impact, ensuring organizational sustainability, and upholding strong governance and accountability.

This role requires a collaborative leader committed to equity, reconciliation and community-led approaches, and who understands the unique opportunities and challenges of remote, northern communities.

Key Responsibilities

Resource Development

- Lead revenue-generating activities, including annual campaigns, grant applications and targeted fundraising initiatives
- Cultivate relationships with donors, volunteers and funders
- Ensure responsible management of financial resources through oversight of finance and administration, including budget planning and reporting, to ensure organizational sustainability
- Maintain transparency and accountability through financial reporting to donors and partners
- Ensure appropriate policies, procedures and risk management practices are in place

Strategic Leadership & Governance

- Lead the implementation of UWNWT's strategic priorities in alignment with United Way values and national standards
- Support the Board of Directors in fulfilling its governance role and implementing Board-approved policies and decisions
- Ensure compliance with United Way Canada/Centraide
- Monitor organizational performance and report regularly to the Board of Directors on meeting objectives

Collaboration & Collective Action

- Guide and support the development of community initiatives that respond to local needs and align with UWNWT's focus of supporting positive social change
- Build and sustain strong relationships with community and Indigenous governments, non-government organizations, funders and stakeholders

- Represent UWNWT as a trusted community partner and advocate for positive social change
- Promote equity, inclusion, and reconciliation in all aspects of our work

Communications & Public Engagement

- Work with the Board of Directors and Board Chair to effectively communicate with the public and media on various initiatives
- Promote awareness of UWNWT's mission, role and impact within NWT communities through partnerships, social media and strategic communication
- Strengthen UWNWT's profile and reputation across the NWT

Qualifications & Experience

- Leadership experience with non-profit agencies, community organizations or other public/private sector agencies
- Demonstrated experience working effectively with a Board of Directors or organizational leadership
- Experience in fundraising, partnerships and event coordination
- Effective communication skills, with relationship-building and leadership abilities

Assets

- Knowledge of the Northwest Territories in relation to Indigenous peoples, communities and governance
- Experience working in and with rural, Northern or remote communities
- Experience advancing equity, inclusion and reconciliation in organizational practice

Working Conditions

- 30 hours a week (flexible schedule)
- Preference for NWT resident, but will consider other alternatives
- Some travel may be required
- Occasional evening or weekend work (Board Meetings, Professional Development)

Our Commitment

UWNWT is committed to equity, inclusion and diversity. We encourage applications from Indigenous peoples, members of visible minority groups, persons with disabilities and individuals of diverse gender identities and expressions.

How to Apply

Deadline to apply: **February 16th, 2026 at 5:00 pm MST**

Interested Candidates are invited to submit a résumé and cover letter outlining their qualifications and interest to Linda Bussey, Executive Director, United Way NWT, at ED@nwt.unitedway.ca