



INUIT CIRCUMPOLAR COUNCIL (ICC) CANADA

75 Albert Street, Suite 1001
Ottawa, ON
Canada
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Job Description

Position Title: President
Classification: Elected; full-time, 4-year term (July 2026 to July 2030)
Reports to: ICC Canada Board of Directors

Description

The President shall be the chief executive officer of ICC Canada. They inspire the ICC Canada staff team and help them handle challenges to achieve organizational goals. They lead all Board of Directors meetings and the Annual General Meeting, and they carry out the decisions and directions of the Board. They oversee the general and active management of ICC Canada's activities and affairs, including supervision of the Executive Director (direct report). The President of ICC Canada is also a Vice-Chair of the Inuit Circumpolar Council, responsible for communicating the views of Inuit in Canada and working collaboratively with Inuit leaders from Alaska, Canada, Kalaallit Nunaat, and Chukotka to advance and advocate for Inuit rights. The President ensures that the ICC Canada obligations as determined by the delegates to the 2026 ICC General Assembly and resulting from the 2026 Declaration are fulfilled. This position requires a high level of understanding of Inuit issues.

The President needs to have significant experience in leadership, knowledge of national and international Inuit priorities, and foreign policy. The President interacts regularly with high-level politicians, diplomats, civil servants, and community leaders. This position requires travel around the world to ensure the implementation of the ICC Canada mandate.

The ICC Canada President is also the President of the I.C.C. Foundation/Fondation I.C.C., our charitable organization, dedicated to fundraising to support the work of ICC Canada. The President carries out these duties and responsibilities (minimal) in accordance with the I.C.C. Foundation / Fondation I.C.C. bylaws.

The ICC Canada President is also the Vice-President of Inuit Tapiriit Kanatami (ITK) and carries out their duties and responsibilities in accordance with the ITK bylaws.

Primary Duties and Responsibilities

Collaborate with internal and external stakeholders:

- Act as an ambassador for ICC Canada at high-level meetings and negotiations, including the Arctic Council, multiple United Nations bodies and agencies, with the Government of Canada, and foreign governments;

- Act as an ambassador for ICC as Vice-Chair when requested by the Executive Council at high-level meetings and negotiations;
- Maintain close relationships with key public and private sector influencers, partners and stakeholders;
- Follow international geopolitical news and events to inform the Board of Directors of potential impacts to Inuit in Canada;
- Ensure the Board of Directors receives relevant information in a timely and accurate manner;
- Maintain regular and ongoing communication with the Board of Directors to foster strong relationships and provide leadership and support;
- Facilitate change and address potential conflicts with internal and external stakeholders;
- Attend all meetings of the ICC Executive Council and ensure the Board of Directors is kept informed of Executive Council discussions and activities;
- Ensure appropriate participation from Inuit in Canada in international ICC meetings and delegations, on ICC Committees, and at the General Assembly;
- Ensure the Board of Directors receives external expert professional opinion when requested.

Mobilize people:

- Lead all Board of Directors meetings effectively and efficiently, bringing impartiality and objectivity to the decision-making process, to achieve long-term and short-term objectives;
- Provide leadership and strategic direction to the Board of Directors, fostering a collaborative environment that encourages respectful open dialogue and constructive debate;
- Work with the ICC Canada Executive Director to ensure the Board of Directors members have the required resources both prior to and after meetings, including briefing notes, background documents and media, accurate meeting minutes, etc.;
- Act as a liaison between the Board of Directors and the executive management team, providing support and direction as required;
- Cultivate, maintain and ensure that constructive relationships exist between Executive Council members and Inuit leaders in Canada.

Create Vision and Strategy:

- Develop and execute multi-year strategic plans, in cooperation with the ICC Canada Executive Director, to implement resolutions of the ICC Canada Board of Directors
- Develop and execute multi-year strategic plans, in cooperation with the ICC Canada Executive Director, to implement the mandate of the organization as determined by the delegates to the 2026 ICC General Assembly and resulting 2026 Declaration, and in accordance with the ICC Canada Bylaws, the ICC Charter, and ICC Bylaws;
- Monitor the organization's progress toward its strategic goals and make necessary recommendations and adjustments when required.

Achieve results:

- Ensure that policies and positions taken by the ICC Executive Council take into consideration the priorities, policies and positions of Inuit in Canada as communicated by the Board of Directors;
- Coordinate Board of Directors meetings with the executive director, ensuring agendas are relevant and effectively managed, with sufficient time devoted to discussion of each item and that all members are engaged in discussions;
- Ensure all Board of Directors is fulfilling its governance responsibilities and that decisions are in alignment with ICC Canada mandates and bylaws;
- Ensure the Board of Directors adheres to its fiduciary duties stated in the organization bylaws;
- Provide guidance and leadership on international policy development;
- Contribute to the development of pan-Inuit positions on specific issues of international concern at the ICC Executive Council;
- Assist with fundraising to support ICC Canada's operations and activities;
- Ensure a transition plan is prepared and ready for the new President by the end of the term (July 2030);
- Other duties as required and determined by the Board of Directors.

Required qualifications – skills and experience:

- Proven record of passion and commitment to advocacy for Inuit rights and priorities;
- Tact and diplomacy, with the ability to listen and engage with a broad diversity of individuals, governments, and organizations;
- Experience as a Board of Directors member and/or experience in a senior strategic leadership role;
- Ability to accurately and publicly represent and express the views of an organization;
- Strong ability to network, build relationships, and foster a collaborative team environment;
- Comfortable addressing large audiences and possess superior public speaking skills;
- Excellent oral and written communication skills in English, with fluency in Inuktitut an asset;
- Strong understanding of nonprofit governance, finance, and strategic planning;
- Experience with fundraising for non-profit organizations and some experience with financial management;
- Familiar with Microsoft 365, including Outlook and SharePoint;
- Discretion and the ability to maintain confidentiality.

Required qualifications – other:

- Must be an Inuk beneficiary, recognized by one of the four Inuit Treaty Organizations in Canada under their land claim agreement;
- Must have a valid Canadian passport OR the ability to acquire a valid Canadian passport;

- Comfortable with frequent international travels, including navigating connections in airports and rail stations, by themselves;
- Able to cope with periods of intensified timelines and short-notice deadlines;
- Must be willing to work evenings and weekends when required for events and travel.

ICC is committed to providing an inclusive learning and work environment. If there is anything we can do to ensure your full participation during the application process, please contact HR at jdurocher@inuitcircumpolar.com directly and we will work with you to make appropriate arrangements.

About ICC Canada:

Inuit Circumpolar Council Canada (ICC Canada) is a non-profit organization dedicated to representing the interests of Inuit in Canada on matters of international importance. We bring local and regional concerns on transnational subjects to international forums where high-level decisions are made on issues that impact our Inuit homeland. We promote, advocate, and celebrate the totality of our Inuit culture: our knowledge, our language, our art, our beliefs, and our stories.

ICC Canada is led by a board of directors comprising the elected leaders of the four Inuit Treaty Organizations. The organization is managed by an all-Inuit elected executive, consisting of a president, a vice-president international, a vice-president national, and a secretary-treasurer. Staff members are responsible for day-to-day operations under the direction of the executive director.

ICC Canada is one of four regional offices of the international Inuit Circumpolar Council, which preserves and promotes the unity of Inuit as a single people within the circumpolar Arctic and advocates on behalf of all Inuit. ICC was founded in 1977, when Inupiaq Eben Hopson Sr. invited Inuit leaders from Alaska, Canada, and Kalaallit Nunaat to discuss how to provide united, consistent responses to address increasing challenges to the Inuit way of life. ICC is now a major international Indigenous Peoples organization. It is a Permanent Participant on the Arctic Council and holds Consultative Status at the United Nations Economic and Social Council, to name just two of its high-level undertakings. ICC holds a General Assembly every four years at which delegates from across the circumpolar region elect a new Chair and Executive Council members, celebrate Inuit culture, develop policies, and adopt resolutions that will guide the activities of the organization for the coming term. A General Assembly is also celebration of Inuit culture – dance, music, art, traditional tattooing, storytelling. Every 4 years, coinciding with the General Assembly, the position of Chair – the international leader – rotates from one region to the next.