



Job Posting:

Director of Development & Governance

Location:	Indigenous Tourism BC (ITBC), West Vancouver, BC
Position Type:	Full-time, Permanent
Application Deadline:	Friday, August 15 th , 2025, at 4:00 PM PST

Indigenous Tourism BC (ITBC) is seeking an experienced, visionary professional to join our organization as **Director of Development & Governance**. This is a key leadership position, reporting to the senior leadership team and playing a pivotal role in advancing ITBC's strategic growth and governance capacity.

This role blends high-level strategic planning with operational excellence and community-focused leadership. It's an exciting opportunity to contribute to a mission-driven organization that honours Indigenous perspectives, supports sustainable tourism development, and builds long-term organizational stewardship.

Position Summary

The **Director of Development & Governance** will work closely with the leadership team to strategize, plan, and implement long-term initiatives that enhance productivity, support good governance, and ensure alignment with ITBC's values and strategic goals. This role requires strong organizational, communication, and leadership skills, as well as a commitment to Indigenous-led approaches to tourism and community building.

Objectives of the Role

- Work with the leadership team for operational efficiency and increased productivity
- Maximize efficiency and productivity through process review and interdepartmental collaboration
- Set strategic goals for operational efficiency and increased productivity
- Collaborate with managers and program leads in the development of performance goals and long-term operational goals
- Work with project managers in development and monitoring of financial and budgetary plans
- Analyze operational processes and performance, recommending solutions for improvements where needed
- Support the leadership team with governance and policy

Key Responsibilities

- Support leadership team and provide input on strategic initiatives, leading project teams, and champions the organization's mission and values
- Provide direction, leadership, mentorship and guidance to team members, consultants, and contractors, to ensure Indigenous perspectives, knowledge, and approaches to tourism are continuously honoured
- Mentor staff and promote a culture of learning, innovations and accountability
- Participate in the development of ITBC annual operations and work plans to optimize work processes and which align with the Strategic Plan as well as short-term and long-term objectives
- Mitigate organizational risk by ensuring compliance with bylaws, the constitution, contractual obligations, policies and procedures, guidelines and other relevant legislation
- In collaboration with the Chief Officers, make high-level decisions regarding policy and strategy, develops policy and implements
- Analyze situations and occurrences, providing strategic direction and solutions to support the Indigenous tourism industry as well as the organization's growth
- Maintain trust relations with key partners, stakeholders and funding and project partners
- Develop and manage ITBC projects, including funding, budgets and workplans
- Attend House of Tyee (Board) and Committee meetings as well as a variety of other meetings as required
- Support and develop grant/fund applications

Education, Knowledge & Experience

- Extensive knowledge, experience, and wisdom of Indigenous cultures, specifically the diverse cultures within the First Nations of British Columbia
- A minimum of 7-10 years in a senior management position preferably in a field related to the tourism industry, policy/governance or not-for profit organizations.
- Post-secondary education in Tourism, Business, Indigenous studies, or a related field
- Superior knowledge of multiple operational functions and principles, including project management, employee management, finance and Stakeholder/community engagement
- Strong knowledge of nonprofit governance, board development and organizational policy
- Excellent communication, facilitation and relationship building
- Knowledge of reconciliation, Indigenous governance and decolonizing approaches to leadership

Core Competencies

- Advanced communication and people skills with the ability to engage, facilitate and negotiate
- Ability to develop and nurture strong relationships with a variety of employees, managers, consultants, contractors, as well as external partners
- Excellent judgment and discretion in the handling of sensitive data and confidential information
- Ability to think analytically at a strategic level and to operationalize strategic plans
- Ability to prepare, manage and execute comprehensive annual budgets
- Manage operational and funding contracts
- Highly organized, detailed oriented and able to prioritize tasks with good time management skills
- Proven ability to build, inspire and lead a cohesive high performing team.
- Proficiency in the use of Microsoft Word, Excel, Outlook, PowerPoint, and Social Media Platforms
- Ability to work full-time in the office and travel as required

What We Offer

- Annual salary: \$110,000–\$120,000, negotiable based on experience
- Three weeks annual vacation to start
- Matched Retirement Savings Plan
- Wellness Allowance
- Professional Development Allowance
- Extended Health Benefits Plan

How to Apply

Interested candidates should submit the following to **Gail Joe** at gail@indigenoussbc.com by **Friday, August 15, 2025, at 4:00 PM PST**:

1. A **letter of interest** outlining how your experience and education align with the role
2. A current **Curriculum Vitae (C.V.)**

References will be required from the successful candidate.

We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

Preference will be given to persons of Indigenous ancestry. (s.16(1) CHRA)