Job Description: CEO, Arctic Inspiration Prize (AIP)

Position Summary

- Title: Chief Executive Officer
- Reports to: Board of Trustees, AIP Charitable Trust, through the Chair
- Location: Northern Canada, from Yukon to Labrador; remote work possible

The Chief Executive Officer will set AIP's strategic direction, lead fundraising and partnerships, and oversee operations by working with the Chief Operating Officer, Board of Trustees, Region Managers and partners across the North. The successful candidate will be supported through a structured transition and will work closely with the COO to build a team around the needs of the organization.

The AIP is taking a flexible, collaborative approach to leadership, and we welcome all candidates who bring a strong vision and dedication to the North.

Key Responsibilities

Leadership

- Set vision and provide strategic direction and leadership for the AIP.
- Develop and implement strategies and opportunities to engage with interested parties across all sectors, leveraging and building networks from coast to coast to coast.
- Accountable for overall annual and ongoing fundraising to meet Prize objectives.
- Work closely with members of the AIP Board of Trustees to support governance of the AIP Charitable Trust and to strategically engage and leverage their relationships for partnership development activities.
- Represent the organization at national and international venues and forums to enhance the profile of the organization.

- Ensure sound financial management including establishing revenue goals and effective management of all operations to realize budgetary objectives.

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the AIP.
- Develop and implement methods and key performance metrics by which to evaluate the impact of the AIP (e.g., with the number and quality of nominations received and via continuing the Laureate Impact Visualization project).
- Work closely with the northern Region Managers and their volunteer teams to recruit, engage and maintain: Co-Owners, Trustees, Prize Partners, Ambassadors/Nominators, Patrons, National and Regional Selection Committees, Laureates and other northern AIP affiliates.
- Oversee AIP's own operations, directly or through contractors and staff, including:
    - Administering the financial management of the AIP, including the annual audit cycle, in accordance with an annual budget.
    - Administering the investment portfolio, which is supervised by the AIP Finance Committee.
    - Doing outreach and engagement with southern AIP prize partners and operational partners.
    - Administering the annual prize cycle and supporting the regional and national selection committee processes.
    - Leading AIP communications, media and website management.
    - Supporting the AIP governance cycle (for Trust and Committees).
    - Organizing the AIP award ceremony.
- Establish the policies, procedures and systems AIP needs to operate independently, including financial controls, contracting, and the payroll and HR infrastructure needed to hire employees.

Human resources management

- Maintain a positive, visible, healthy, and safe organization and work environment in accordance with all appropriate legislation and regulations that respects and reflects the regions it serves.
- Recruit, interview, select, and onboard AIP team members and contractors (including bookkeeping and operations support) that have the experience and abilities to help further the organization's mission, as required.

- Ensure that all AIP team members receive an appropriate orientation and training.
- Provide effective guidance and leadership of AIP Region Managers across the North.

Communications and community relations

- Maintain and extend a comprehensive and complex network of partners, across multiple levels of government (federal, provincial/territorial, regional/municipal, Indigenous governments), industry and philanthropy with interests in the North and a large northern Ambassador/Nominator network.
- Oversee the development and implementation of a multi-year communications plan outlining key communication vehicles and events for broad community awareness and education.
- Maintain and develop good working relationships and collaborative arrangements with community groups, funders, politicians, laureates, and other organizations to help achieve the goals of the AIP.
- Steward donors and funders year-round, including regular impact reporting and stories from past Laureates.
- In general: lead and inspire an extensive network of volunteer and partner organizations to deliver the objectives of the AIP.

Job requirements

Knowledge, skills and abilities

- Intimate, lived knowledge of the Canadian Arctic, its structures, organizations, and cultures.
- Exceptional and confident communicator with strong writing skills.
- Ability to balance the interests and expectations of multiple partners and negotiate consensus.
- Credibility to build effective relationships with Indigenous and northern communities.
- Ability to operate and thrive in a collaborative environment as well as to work independently with demonstrated flexibility and initiative.
- Comfort leading a small team through a period of change and building organizational systems from the ground up.
- Bilingualism in Inuktut or other northern Indigenous language is desirable.

Education and experience

- Experience leading a complex and multi-sponsor environment.
- Experience developing and maintaining meaningful partner networks across multiple levels of government (federal, provincial/territorial, regional/municipal, Indigenous), with the private sector and preferably with philanthropy.
- Experience building effective and outcome-oriented relationships with Indigenous and northern communities.
- Experience managing organizational operations, such as budgets, contracts, financial oversight and staffing, ideally in a nonprofit or charitable organization.
- Experience with fundraising and donor stewardship.
- Experience managing or overseeing an investment portfolio is an asset.
- Connection to the AIP as a Laureate, previous Board or Selection Committee Member, Co-Owner, Patron, Ambassador/nominator etc is an asset.
- A post-secondary degree or a combination of relevant experience to be credible as CEO.

Working conditions

- Flexibility to work and travel in the North. Potential to work remotely.
- The role requires travel across the Canadian North, from Yukon to Labrador, and to southern Canada for partner meetings and the award ceremony.
- Preference and priority will be given to northern Indigenous candidates.
- Applicants are welcome to apply in an Indigenous language or to request accommodation at any stage of the process.

Transition and onboarding support

The successful candidate will be supported by AIP's current Acting Executive Director through a structured onboarding and transition period. This includes introductions to Trustees, Co-Owners, Region Managers, partners and funders across the North, and mentorship as they settle into the role. Once hired, the Acting ED will transition into a COO role to support the CEO.

Compensation and how to apply

- AIP offers a competitive compensation package, commensurate with experience, along with a comprehensive benefits package.

- To apply, send a cover letter and résumé to ed@arcticinspirationprize.ca with "Chief Executive Officer" in the subject line.
- Deadline: Applications will be reviewed beginning January 18, 2027, and the position will remain open until filled.
- Questions: Acting ED, Jessica Winters, ed@arcticinspirationprize.ca

We thank all applicants for their interest. Candidates must successfully pass all required security clearances.