YELLOWQUILL UNIVERSITY COLLEGE

FIRST NATIONS INSTITUTE OF HIGHER LEARNING

JOB POSITION: DIRECTOR

About Yellowquill University College

Yellowquill University College (YQUC) is Manitoba's only First Nation-owned and operated post-secondary institution. Established in 1984 by the Dakota Ojibway Tribal Council (DOTC), YQUC has grown into a respected institution dedicated to providing culturally grounded, community-focused education and training opportunities.

YQUC prides itself on delivering education that reflects First Nations knowledge, values, histories, languages, and lived experiences while preparing students for meaningful careers and leadership roles. Open to all learners, YQUC provides an educational environment that promotes understanding, respect, and appreciation of First Nations peoples and communities.

Position Overview

Yellowquill University College (YQUC) is seeking a visionary and dynamic Director to lead the institution in fulfilling its mission, vision, and commitment to First Nations education. Reporting directly to the Board of Directors, the Director is responsible for the overall leadership, administration, strategic direction, and sustainability of YQUC.

The Director will ensure that the growth and development of the University College reflects the educational, cultural, and community needs of First Nations peoples. This individual will foster meaningful partnerships with First Nations communities, governments, educational institutions, and other stakeholders while creating a unique, culturally grounded learning environment that supports student success and institutional excellence.

Key Responsibilities

Governance and Strategic Leadership

- Provide executive leadership and strategic direction for all aspects of YQUC operations.
- Report directly to and work collaboratively with the Board of Directors.
- Attend Board meetings and submit regular operational, financial, and strategic reports.
- Prepare and present annual reports and institutional updates.
- Develop and implement multi-year strategic plans and evaluate progress regularly.
- Review and strengthen governance structures to ensure effective representation and accountability.
- Ensure institutional policies and practices align with the vision, mission, and values of YQUC.

Leadership and Human Resources

- Provide leadership, mentorship, and direction to all staff, including the Assistant Director, if applicable.
- Foster a positive, respectful, and culturally safe work environment.
- Ensure confidentiality and professionalism in all organizational matters.
- Conduct regular staff meetings and support ongoing professional development.
- Complete performance evaluations and support employee growth and accountability.
- Address employee relations, performance concerns, attendance issues, and workplace conflicts appropriately.
- Lead recruitment, hiring, orientation, and retention efforts for faculty and staff.
- Ensure staffing levels adequately support program delivery and institutional objectives.

Community Relations, Communications, and Partnerships

- Build and maintain strong relationships with First Nation Leadership, Education Directors, Training Coordinators, and community representatives.
- Collaborate with Provincial and Federal governments on educational and training initiatives.
- Develop partnerships with universities, colleges, industry partners, and training organizations.
- Represent YQUC at local, regional, and national meetings, conferences, and events.
- Promote YQUC as a leader in First Nations post-secondary education and training.

Academic Leadership and Program Development

- Provide oversight of academic programming, curriculum development, and quality assurance processes.
- Ensure academic standards are maintained and continuously improved.
- Support the development of innovative programs that respond to the needs of First Nations communities.
- Facilitate community-based education and training initiatives.
- Ensure appropriate scheduling, classroom allocation, and instructional staffing.
- Promote student success through high-quality programming and responsive educational services.
- Strengthen transfer agreements and collaborative programming opportunities with other post-secondary institutions.
- Support accreditation and institutional recognition processes.

Financial Management and Sustainability

- Develop and oversee annual operating and program budgets.
- Monitor revenues, expenditures, and financial performance.
- Ensure compliance with all funding agreements and reporting requirements.
- Prepare and submit funding proposals and grant applications to support institutional growth.
- Identify and pursue new funding opportunities and revenue-generating initiatives.
- Develop and implement fundraising and financial sustainability strategies.
- Oversee institutional assets, leases, contracts, and financial agreements.

Institutional Development

- Lead initiatives that support enrollment growth and program expansion.
- Develop educational opportunities that address the priorities of First Nations communities.
- Advance YQUC's recognition as a leading First Nations post-secondary institution.
- Strengthen relationships with provincial and federal education authorities.
- Ensure compliance with accreditation standards and funding frameworks.
- Promote equitable access to education, programming, staffing, and resources.

Administration and Operations

- Oversee the effective day-to-day operations of the University College.
- Develop and implement multi-year strategic and operational plans that support the vision, mission, and long-term sustainability of the institution, while monitoring and reporting on progress regularly.
- Ensure the timely completion and submission of all institutional reports, compliance requirements, and accountability measures to the Board of Directors, funding agencies, and regulatory bodies.
- Provide oversight of all contractual agreements, ensuring appropriate review, approval, execution, and compliance with institutional policies and legal requirements.
- Lead workforce planning initiatives to ensure adequate staffing levels and organizational capacity to support academic excellence, student success, and institutional growth.
- Oversee the effective administration of human resources processes, policies, and procedures, ensuring compliance with applicable legislation and organizational standards.
- Lead recruitment, selection, onboarding, and retention efforts for faculty, administrative, and support staff, while promoting meaningful community representation and Indigenous perspectives throughout hiring processes.
- Provide leadership, supervision, and performance management for instructional, administrative, and support personnel, fostering a culture of accountability, collaboration, professionalism, and continuous improvement.
- Ensure operational systems, facilities, technology, and administrative services effectively support teaching, learning, and institutional objectives.
- Promote a safe, inclusive, and culturally responsive working and learning environment for students, staff, and visitors.
- Establish and maintain effective administrative practices that support organizational efficiency, transparency, and continuous quality improvement.

Other Duties as Assigned

- Assist with other duties that the Board of Directors and the CEO deem necessary.

Qualifications

Education

- PhD preferred.
- Master's Degree in Education, Educational Leadership, Indigenous Studies, Administration, or a related field preferred.
- A Bachelor's Degree in Education or a related discipline will be considered in combination with significant leadership experience.
- Manitoba Teaching Certificate and/or School Administrator's Certificate considered assets.

Experience

- Minimum five (5) years of experience within post-secondary education, Indigenous education, or a related sector.
- Minimum three (3) years of senior leadership, executive management, or administrative experience.
- Demonstrated experience in strategic planning, organizational leadership, program development, and financial management.
- Experience working collaboratively with First Nations communities, organizations, and governments.
- Experience in fundraising, advocacy, partnership development, and stakeholder engagement is considered an asset.

Knowledge, Skills, and Attributes

- Demonstrated commitment to the advancement of First Nations education and self-determination.
- Strong understanding of First Nations cultures, histories, languages, and community priorities.
- Extensive lived and/or professional experience working with First Nations peoples and communities.
- Proven leadership abilities including management, mentoring, facilitation, decision-making, and delegation.
- Strong relationship-building skills with First Nations leaders, government officials, educational partners, Elders, and community stakeholders.
- Excellent written, verbal, presentation, and interpersonal communication skills.
- Strong organizational, analytical, and problem-solving abilities.
- Experience in budgeting, financial management, and resource allocation.
- High degree of professionalism, integrity, and confidentiality.
- Proficiency in Microsoft Office and related technologies.
- Ability to work independently while maintaining accountability to the Board of Directors.
- Valid Driver's License and willingness to travel as required.

Preference will be given to candidates who possess:

- Extensive lived experience and demonstrated success working with First Nations peoples and communities.

- Knowledge of Indigenous languages, cultures, and traditional practices.
- Experience leading Indigenous educational institutions or community-based organizations.
- Established relationships with First Nations governments, educational organizations, and funding agencies.

Application Process

Applicants are invited to submit a cover letter, résumé, and two (2) professional references to:

Erica Nicholson, Human Resource Manager
Dakota Ojibway Tribal Council
humanresource@dotc.mb.ca

Application Deadline: Tuesday, November 10, 2026 at 12:00pm