



## **MOHAWK COUNCIL OF KAHNAWÀ:KE**

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY**

**POSITION:**

**Director of Organizational Development, Organizational Development Unit**

**DURATION:**

Indeterminate, Full-Time  
Twelve (12) Month Probation Period

**DESCRIPTION:**

See Attached Job Description

**SALARY:**

Hours of Operation  
Hours per week

\$1,881.20 to \$2,125.20 Per Week  
8:00 a.m. to 4:00 p.m.  
40 hours per week

**DEADLINE FOR APPLICATION:**

**Monday, June 2, 2025 - 4:00 p.m.**

**REQUIREMENTS:**

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume

**APPLICATION:** Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: [Applications@mck.ca](mailto:Applications@mck.ca)

**NOTE:**

All forms and requirements are listed on our website:  
<https://kahnawake.com/jobs>

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Indigenous candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



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<b>Core Job Information</b>	
<b>Job Title:</b>	Director of Organizational Development
<b>Division:</b>	Organizational Development Unit
<b>Reports To:</b>	Executive Administrative Officer
<b>Date of Job Description</b>	March 2025
<p><b>Purpose:</b>  Under the direction of the Executive Administrative Officer, the Director of Organizational Development will lead the strategic development, implementation, management, and continuous improvement of Organizational Development Unit (ODU) services for the Mohawk Council of Kahnawà:ke (MCK).</p> <p>ODU provides services throughout the MCK, encompassing the project and change management office, centralized policy management, strategic planning and implementation, organizational design and development, as well as facilitating initiatives related to comprehensive community planning and the community vision. The Director of Organizational Development is responsible for overseeing the operations, administration, and compliance of the unit, providing leadership, direction, and frameworks, as well as day-to-day oversight of key functions, staff, and resources.</p>	
<b>Roles &amp; Responsibilities</b>	
<p><b>Ensure strategic planning, organizational development, and policy management are carried out effectively within the MCK.</b></p> <ul style="list-style-type: none"> <li>• Ensure necessary frameworks (policies, procedures, processes, tools, systems, etc.) and resources are in place to support effective strategic planning and implementation, organizational development, and policy management.</li> <li>• Lead the process of acquiring and managing professional services as required, including preparing a scope of work and budget, seeking and reviewing proposals, and negotiating.</li> <li>• Oversee the strategic planning and implementation process, including strategic planning facilitation, action planning, operational planning, monitoring, analysis, and reporting.</li> <li>• Oversee the establishment of performance measures and key performance indicators (KPIs) to assess the impact and success of strategic initiatives.</li> <li>• Support the MCK key leadership team in implementing strategic plan initiatives, tracking progress, and reporting outcomes.</li> <li>• Facilitate and lead strategic planning processes, policy development, and organizational development interventions related to organizational design.</li> <li>• Oversee policy management throughout the MCK, including the development, review, and implementation of policies, and support to stakeholders on requirements and best practices.</li> <li>• Prepare briefing notes and present plans and proposals to the Executive Office, Council of Chiefs, and other stakeholders as required.</li> </ul>	
<p><b>Oversee and lead the project and change management office for the MCK, providing direction and support to project managers and change leaders within the organization.</b></p> <ul style="list-style-type: none"> <li>• Ensure adherence to the MCK project and change management frameworks, including policies, methodologies, and reporting procedures.</li> </ul>	



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- Lead projects related to the MCK Strategic Plan, organizational design/development assessments/initiatives, and policy development.
- Ensure sufficient resources are allocated to meet the organization's needs for project and change management support within approved budgets.
- Provide direction in developing change management strategies that support smooth transitions and organizational adaptation.
- Lead the development and delivery of training, tools, and resources to improve project and management capacity across the organization.
- Facilitate initiatives related to Comprehensive Community Planning (CCP) and the Kahnawà:ke Shared Community Vision.

**Lead and support organizational design and development initiatives across the MCK.**

- Lead organizational design efforts, ensuring structures, roles, and workflows align with strategic priorities.
- Develop and implement operational assessment standards and schedules to ensure a consistent and structured approach to organizational design and development efforts.
- Ensure operational assessments are tracked and monitored throughout all phases.
- Conduct assessments and provide support and guidance to the MCK key leadership team throughout all phases, including the analysis, planning, design, and implementation.
- Facilitate the completion of close-out reports, ensuring all findings, lessons learned, and outcomes are documented.
- Analyze trends from operational assessments and organizational design projects, providing regular reports and recommendations to the Executive Administrative Officer.
- Ensure operational assessments provide clear, actionable recommendations aimed at improving services, structures, roles, efficiency, accountability, and governance.

**Provide leadership and operational management for the Organizational Development Unit.**

- Develop and implement strategic plans and objectives for the unit in alignment with the organization's overall goals and mission.
- Establish performance targets and key performance indicators (KPIs) for the unit, ensuring they align with the broader organizational objectives.
- Oversee the day-to-day operations of the unit, ensuring efficiency, productivity, and quality in all activities.
- Develop, implement, and refine operational processes, procedures, and policies to enhance the unit's effectiveness.
- Ensure compliance with all relevant regulations, standards, and organizational policies.
- Monitor the unit's budget, including forecasting expenses and allocating resources effectively.
- Lead and manage the unit's staff, including recruitment, training, development, and performance evaluation.
- Foster a positive and productive work environment that promotes teamwork, collaboration, and professional growth.
- Serve as the primary point of contact for the unit, representing its interests and activities within the organization and to external stakeholders.
- Collaborate with other units, departments, and external partners to achieve common goals and enhance overall organizational performance.



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- Communicate effectively with stakeholders, including the Council of Chiefs, regulatory boards, commissions, senior management, clients, and community members, to provide updates, reports, and information on unit activities.

***The statements herein reflect general details to describe the principle functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.***

**Education & Experience**

Bachelor's degree in Commerce, Public Administration, Business Administration, Organizational Development, Strategic Management, or a related field plus a minimum of seven (7) to ten (10) years of leadership experience in strategic planning, organizational development, policy management, or related areas. Certifications in Change Management, Project Management, and/or Policy Development would be an asset.

**Knowledge, Skills, Abilities**

- Expertise in strategic planning, organizational development, and policy management, with a strong understanding of frameworks, methodologies, and best practices.
- Knowledge of performance measurement, including the development and application of key performance indicators (KPIs).
- Strong project and change management capabilities, including the ability to lead complex organizational initiatives.
- Ability to facilitate discussions and stakeholder engagements.
- High-level problem-solving and critical thinking skills.
- Understanding of governance structures, regulatory requirements, and compliance frameworks.
- Strong financial acumen, including budget development, resource allocation, and cost analysis.
- Ability to analyze trends, interpret data, and provide actionable recommendations.
- Proficient in drafting, implementing, and ensuring compliance with administrative policies and procedures.
- Ability to work independently with exceptional organizational and multitasking skills.
- Excellent written and verbal communication skills, including the ability to prepare reports, briefing notes, and presentations.
- Familiarity with administrative software, data management, and automation to enhance service efficiency.
- Experience supervising staff, conducting performance appraisals, and fostering a collaborative work environment.
- Ability to maintain confidentiality and work under pressure.
- Ability to conduct business with internal and external clients in a tactful, discreet, and courteous manner.
- Must adhere to MCK policies and Kanien'kéha Language initiatives and be willing to learn the Kanien'kéha language.
- The ability to communicate in the Kanien'kéha and French languages is an asset.



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**Working Environment**

- Five-day workweek performed in a typical in-office environment.
- Moderate stress due to workload.
- Occasional overtime.

**Commitment Statement:**

I serve my community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

**Signatures:**

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_