

**Job title: Operations Director**

**Employer:** Klondike Development Organization

The KDO is an established not-for-profit fostering community and economic development in the Dawson City area.

**Organization website:** <https://www.klondikedevelopment.com>

**Location:** Dawson City, Yukon

**Job posting date:** May 8, 2026

**Application deadline:** May 27, 2026

**Opportunity Summary**

We are seeking a community builder with experience organizing projects, delivering high-impact programs, and a breadth of knowledge of Dawson City's stakeholders, characteristics and dynamics. This role is about building relationships, identifying community needs and delivering impactful initiatives.

As Operations Director with the KDO, you will lead the organization through a transitional phase in terms of staff/board membership and organizational focus in the context of a challenging funding landscape. The ideal candidate would be someone who has a passion for seeing your community thrive, energy to coordinate a volunteer board, and drive planning into action.

The Operations Director must also be able to split their attention between new initiatives and ongoing responsibility for effective operation of our rental housing and solar power farm while managing day-to-day organizational requirements. You'll leverage strong organizational and communication skills to deliver on annual projects and ongoing activities that support community and economic development.

**Key Activities**

- Strategic organizational stewardship
- Operations management of KDO's social enterprises (rental housing and solar power)
- Community engagement and baseline Community Economic Development support
- Project coordination
- Financial management and administration

## **QUALIFICATIONS**

- Post secondary education in an area such as Community Development, Economic Development, Business, Social Sciences in a related field, and/or demonstrated work experience in these areas
- Demonstrated responsible management and leadership experience in a business or organization with business elements
- Experience developing, coordinating projects and a track record of completing workplans within designated timeframes and budgets
- Strong written and verbal communication skills and an ability to engage a wide range of stakeholders, including government agencies
- Financial management and analysis skills and experience, including an understanding of project feasibility assessment
- Experience working for or with not-for-profits would be considered an asset
- An ability to make website updates on WordPress platform, occasional Facebook posts, posters, press releases and similar marketing materials would be an asset

**Hours of work:** 25 to 30 hours per week

**Compensation (hourly wage):** \$37

KDO provides insurance benefits to our employee through the Chambers of Commerce benefit and insurance plan.

### **How to apply**

Please submit your resume along with a cover letter, clearly documenting how you satisfy the requirements outlined in this job posting to [klondikedevlopment@gmail.com](mailto:klondikedevlopment@gmail.com) by midnight May 27, 2026.