



## **EXECUTIVE DIRECTOR (ROSEDALE, BC)**

On behalf of our client, Cheam First Nation ("Xwchíyò:m"), we are searching for an Executive Director to lead their team located in Rosedale, BC. The Xwchíyò:m have lived in S'ólh Téméxw for thousands of years and have stewarded the lands and waters within their territory, handed down to them by their ancestors. Their vision for the Xwchíyò:m is to continue to look after the environment and community so that the Nation is healthy and strong for their tómiyeqw.

Reporting directly to the Chief and Council, the Executive Director is responsible for managing, administering, and delivering all Band programs and services. Working closely with the Chief and Council, this position will play a key role in implementing the strategic plan and ensuring that staff members work as a team to meet the membership's needs. The Executive Director will ensure that legislation, core funding guidelines and financial policies and procedures are adhered to while ensuring that the membership's requirements are met. This will include overseeing all staff responsible for all financial transactions, programs and services created and implemented by the Band Council.

### **Key Accountabilities:**

The Executive Director provides the day-to-day operational leadership and direction in executing the Nation's strategic plan. A crucial role, this works towards achieving the Nation's objectives and serves as the public-facing representative of The Cheam First Nation Band Office.

As the leader of all aspects of the Nation's operations, you will be expected to be highly organized and adept at managing various departments. Strong communication skills are expected, as is experience presenting your successes to the Chief and Council. You will be persuasive, diplomatic, and politically astute. You will understand the dynamics of First Nation governance and can build trusted relationships with internal and external stakeholders.

The following are the main responsibilities of the Executive Director:

### **Operations & Finance**

- Provision of leadership to direct reports, overall management of the administration, operations, and service delivery of the Band
- Establishment with Council of the vision and strategic direction for the municipality; periodic updating of the Strategic Plan with Council
- Consolidation and review of the annual business plans and budgets (operating and capital) prepared by the departments and aligned to the municipality's strategic direction; leadership of the business plan and budget approval process with Council
- Oversee any fundraising/funding planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation
- Oversee financial funding planning and future forecasting
- Assisting the department leaders with their understanding and management of their budgets
- Monitoring performance of departments against business plans/budgets; reviews reports and initiates corrective action with the departments when necessary



- Reviews and recommends new or revised policies to Council, organization-wide and department leaders
- Recommends to Council covering the attraction and retention of talent through policies/practices of recruitment/selection, compensation/benefits, performance management, training/development, succession planning and the working conditions for the Band's employees including health and safety; recommendations to Council regarding corporate position/guidelines for contract negotiations
- Key management representative responsible for the coordination/cooperation among Band departments; provision of problem solving/decision making advice to the members of the Senior Management Team
- Review and approval of all materials and documentation sent to members of Council; oral presentation of material at Council and Council Committee meetings
- Implementation of Council directives and decisions; follow-up on implementation with initiation/projects; review of calls for tender for major projects/studies to ensure compliance with current policies/procedures
- Input to and approval of quality assurance programs covering the delivery of services to the public by various Band departments; review of recurring customer complaints
- Tracks pertinent legislation impacting on Band operations and administration with technical advice to Council; oversees claims settlements and litigation with recommendations to Council on cost-effective resolutions
- Oversight of the Band's sustainability planning and Asset Management Program including preventative maintenance and life cycle analysis for its infrastructure, facilities/buildings, equipment and rolling stock
- Coordinate and lead the Senior Management Team. Including providing mentorship, coaching, and working with the Senior Management Team to coordinate staff training when and where required

### **Communications & Representation**

- Leads the development and implementation of programs aimed at marketing/promoting the Band and enhancing its image and visibility
- Represents the Band with individual community members, community groups/associations; special interest groups, developers, commercial interests and the written and electronic media
- Liaises with regulatory officials/agencies at the federal, provincial, and municipal levels
- Provides leadership including day-to-day supervision, work planning/scheduling, work distribution/follow-up, training/coaching
- Oversight of legal matters including claims by/against the municipality, agreements and contracts, and property matters

### **Education, Experience, and Competencies:**

- Bachelor of Business Administration (BBA) or similar is required. However, an MBA, MPA or other post-graduate training in accounting or business/public administration is preferred
- 8+ years' of directly related experience in a senior administration position in a First Nation government
- Knowledge of structures, processes, and programs of various levels of government including Federal, Provincial and First Nations organizations, including FNHA and EMBC
- Knowledge of various funding sources available to First Nations governments
- Financially savvy with proven ability to successfully manage in a fiscal environment with significant improvement of financial, administrative, and operational processes and procedures
- Outstanding coalition-building skills with an ability to communicate and work effectively with various internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions
- Possess an effective management style which fosters positive relationships across different departments with various stakeholders



- Outstanding presentation and communication skills. Strong written skills including business communications, policy and/or proposal drafting
- Effective listening skills and ability to incorporate input and feedback from Chief and Council, Staff and Membership
- Proactive and results-orientated: ability to focus initiatives and activities towards the objectives set by Chief and Council and execute with minimal deviation from time and cost
- Experience with strategic planning/comprehensive community planning
- Possesses strong ethical standards, work ethic, and highly motivated
- Advanced computer skills including Microsoft Office Applications (Word, Excel, Internet, Email, and database systems). Familiarity with Payworks and/or Xyntax would be an asset
- Knowledge, respect and understanding of Stó:lō culture, traditions and language is also considered an asset
- Valid BC Driver's License
- Satisfactory Criminal Record Check

### **Application Instructions:**

This role will appeal to a diplomatic and inspirational leader that can successfully lead the Nation through an exciting period of change for the community. This opportunity will best suit an experienced leader looking for a new challenge to make a lasting and meaningful difference to the Xwchíyò:m.

We ask that individuals interested in exploring this opportunity, send their resumes to [kam.ketler@clearchoicehr.ca](mailto:kam.ketler@clearchoicehr.ca). We thank all interested applicants, however; only those selected to move forward will be contacted. Preference will be given to First Nation community members, but all who are qualified are encouraged to apply.