

Chief Executive Officer

Sacred Waters Development Ltd (“SWD”) was established in 2021 to support the economic development of the Katzie, Kwantlen, and Semiahmoo First Nations communities. The organization is a corporation that operates under a Board of Directors comprised of representatives from each of the three communities. SWD is in the early stages of development, and it is envisioned that once established it will serve as a multifunctional organization that provides services ranging from Environmental, Commercial Development, Aggregate, hauling, concrete, and any other service that the company sees reasonably fit to pursue. Such services will be provided to a variety of external clients, as well as to the Kwantlen, Semiahmoo, and Katzie First Nation communities as needed.

This Chief Executive Officer role is a newly created position that was developed to lead the organization through its start-up and strategy phase and continued to its implementation and operations. The CEO will be an entrepreneurial leader who finds innovative ways to incorporate the Kwantlen, Semiahmoo and Katzie values and world views into the organizational model. Working closely with the Board of Directors (“BOD”), the CEO will provide support and advisement necessary to develop a strategic vision coupled with objectives that will shape the organizations business model in a way that promotes sustainable economic prosperity. The CEO will be responsible for expanding on economic opportunities resulting from collaborative nation to nation negotiations that fall within the Nations’ overarching shared territory.

Key Accountabilities

The CEO provides the day-to-day operational leadership and direction in executing SWD strategic, business, and operational objectives and serves as the public-facing representative of SWD. This position is also responsible for ensuring that the organization possesses the structure and resources to achieve those plans.

As the leader of SWD, you will need strong communication skills and the ability to build trusted relationships with internal and external stakeholders to advance collaborative partnerships that create beneficial outcomes for all stakeholders. The CEO will understand the importance of a strategic approach to relationship management, and what SWD requires to maintain professional and collaborative relationships with the Kwantlen, Semiahmoo, and Katzie nations, key staff from each nation, the Nations’ respective business groups, and national regulatory partners, government officials, licensees, and industry stakeholders as directed.

The following are the main areas of focus for the CEO:

Communication

- Serve as the primary spokesperson and representative of the business, ensuring the organization and its services are positioned positively.
- Act as a liaison between the Nations’ communities through annual general meetings and as directed by the Board of Directors.
- Maintain strong relationships with all stakeholders and represent SWD at various meetings and other functions.

- Responsible for establishing communication processes with the Board of Directors, managers, and all functional areas of the Organization to ensure appropriate direction and control of operations.
- Develop and maintain positive professional relationships between SWD and stakeholder groups relevant to SWD's business.
- Explore and foster successful business ventures in alignment with the strategic direction as set in collaboration with the SWD Board.
- Support effective communication within the organization and ensure roles and responsibilities are clearly defined and understood.
- Work closely with the Board Chair, unless directed otherwise, to provide support including preparation for Board meetings; providing options, implications, and recommendations for decision-making; and ensuring accurate meeting minutes are recorded and action items are carried out.
- Seek out and capture new and strategic business opportunities, and work with the existing economic development entities and key nation staff of the three communities, as directed by the board.

Operations

- Advise and support the board in the development of the organizations strategic plan.
- Develop, for review, input and approval by the board, business plans for all current and future projects and operating entities.
- Oversee the efficient and effective day-to-day operation of the organization.
- Work with the Senior Management team to translate Board directives into operational plans.
- Successfully negotiate contracts, joint ventures, and other business arrangements to achieve objectives.
- Manage special projects as necessary and as identified by the Board.
- Lead or support proposal submissions in response to project opportunities, including work plan development, scoping and budgeting, and liaising with prospective clients and partners.
- Secure capital to support business strategies, opportunities and initiatives.
- Establish and maintain effective budgetary, capital and operating cost control systems to provide accurate reporting for the Board of Directors.
- Responsible for the development, maintenance and improvement of the organizational structure to ensure that sufficient human resources are available for high-quality service delivery.

Management of Staff and Resources

- Lead the initial hiring processes to grow a diverse, multidisciplinary team to support both current business and future business entities.
- Provide leadership to the management team and staff.
- Ensure that departments have the capacity to achieve their goals.
- Develop and ensure SWD human resources infrastructure works effectively and produces a positive work environment that provides opportunities for qualified members from each of the respective Nations, where possible.

- Provide leadership and management to ensure the mission and core values of the Organization are put into practice.
- Establish and maintain the Occupational Health & Safety Policy and associated programs for the Organization to ensure proper safety procedures and standards are understood and adhered to.
- Take it upon yourself to learn the respective Nation's, customs, and values, and motivate other senior managers and support staff to abide by and partake in their laws, customs, and values.
- Coach and monitor the performance of all employees, providing regular, appropriate, and constructive feedback.
- Partner with and manage subcontractors and sub-consultants, as needed, to expand technical capacity and maximize on business development opportunities.
- Motivate, lead and mentor a high-performance management team with succession planning to enable growth.

Financial Management

- Provide oversight of SWD finances including annual budget preparation, cost control, financial management, and accountability.
- Provide regular financial reports to the Board.
- Ensure financial risks are mitigated.
- Establish and maintain an effective system of internal controls to support reliable financial reporting and compliance in accordance with applicable laws and regulations.
- Responsible for ensuring that appropriate salary and wage structures are in place.

Education, Experience, and Competencies

- Master's in Business Administration coupled with five (5) years' relevant work experience; or an equivalent combination of education and related course work with seven (7) years' experiences in a senior management position with relevant training.
- A strong public or business management background in the areas of human resources, management, financial management and strategic planning is required.
- Minimum 2 years' experience in residential/commercial development.
- Ability to work with minimal supervision and interact with individuals of all levels in a friendly yet professional manner.
- Ability to effectively recruit and manage a wide range of experts.
- Understanding and knowledge of all relevant Federal and Provincial codes, regulations, laws, and policies.
- In-depth understanding of UNDRIP.
- Demonstrated a track record of successful business development and business management.
- Knowledge of Kwantlen, Semiahmoo, and Katzie First Nation values, laws, and customs is an asset.
- Excellent communication skills including public speaking and written communications.



Sacred Waters



This role will appeal to a collaborative, vibrant, and passionate leader that can successfully create, identify, and act upon the organizational goals by leading the identified business strategies. This strategic leader will be interested in driving an organization forward, contributing to the overall growth, and being part of an opportunity to create something new and meaningful.

Candidates inspired by the opportunities and challenges of leading a new organization and that have the leadership ability to create an environment conducive to service excellence, flexibility, and results achievement will want to explore this exciting opportunity.

We ask that individuals with an interest in further exploring this opportunity send their resumes to 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.