



## CAREER OPPORTUNITY

**Job Title: Chief Executive Officer**

The Gitanmaax Band Council has a rewarding opportunity in Hazelton, British Columbia for a Chief Executive Officer (CEO). The CEO will lead the full operations of all programs and services under the auspices of the Gitanmaax Band and will have a strong, communicative relationship with the Gitanmaax Chief and Council that will support the growth and development of quality and responsive services, programs and businesses that will support and benefit the members of the Gitanmaax Band.

### Organization Summary

Gitanmaax Band is located in Northern British Columbia and is nestled between the junction of the great Skeena and Bulkley Rivers. The Gitanmaax Band Council is a First Nations organization that represents over 2400 Gitanmaax Band members that reside both on and off-reserve. The Gitanmaax Band is rapidly growing, and we are seeking to hire team members who understand the gravity of this responsibility and are excited by the opportunity. Indigenous people in BC deserve world-class services and programs. We are seeking to hire staff who share our vision and will not stop until we reach our goal. We take our mandate seriously but also strive for a balanced, caring work environment that is respectful and supportive.

### Position Summary

The Chief Executive Officer (CEO) will be a strategic planner and thinker and will be directly responsible for planning and directing all aspects of the organization's operational policies, objectives, and initiatives. To this end, the CEO will focus on the ongoing, day-to-day management of the organization's business model and internal processes to ensure maximum productivity and revenue. The CEO shall direct the preparation and implementation of plans and programs to be submitted to the Gitanmaax Chief and Council for the development and improvement of services. The CEO will have oversight of all leases, insurance requirements, and repairs for physical Gitanmaax Band building sites. Reporting directly to the Gitanmaax Band Chief and Council this individual will also provide leadership by delegating tasks to management staff, ensuring the integration of strategic plans with company operations.

### Job Duties and Responsibilities

- Collaborate with the executive team to develop and implement both short and long-term tactical and strategic plans in accordance with organization goals and objectives.
- Manage project budgets, forecasts, and long-term financial plans; ensure corporate adherence to annual budgets.
- Regularly report to the Gitanmaax Chief and Council on the organization's status against, and ability to meet, its strategic and operational objectives.
- Communicate and collaborate with departmental leaders to control spending, budgeting, reporting, and operational excellence.
- Design and implementation of corporate strategies, including fiscal management.
- Responsible for oversight of all physical Gitanmaax Band building locations, including leases, insurance, and repairs, and supervision of operations staff
- Help determine resource allocation among business units and/or departments.

- Monitor departmental performance against goals to ensure that progress is being made, and that corrective action is taken if necessary.
- Monitor legislation, regulations, policies, and procedures applicable to operations
- Ensures timely implementation of operational initiatives concurrent with delivery of efficient services by establishing and ensuring use of effective risk management, project management, governance and planning processes.
- Responsible for the overall efficient operation of the organization's administration.
- Responsible for motivating and developing the skills of Executive team members and their staff to foster productivity, professionalism and high morale.
- Responsible for oversight of attendance monitoring processes and systems.
- Ensures that all policies approved by Council are adhered to.
- Makes changes to policies and procedures to ameliorate the operations of the Gitanmaax Band and where necessary and appropriate, seeks Council approval.
- Presents to Council reports and information regarding progress and accomplishments of programs and projects.
- Directs long term strategic planning and periodic review of the organization, its structural, management and communication systems, and reports the outcome of those reviews to the Gitanmaax Chief and Council.
- The Chief Executive Officer is responsible for adherence to all financial and IT policies, periodic review and recommending to Council necessary changes.
- Responsible for securing insurance necessary for conducting the business of the Gitanmaax Band
- Attends Council and committee meetings.
- Delegates appropriate duties and responsibilities to Executive Team members within the organizational structure.
- Attends to the interest of the organization on intergovernmental issues at the administrative level.
- Has authority in cooperation with the appropriate Executive team member to employ, appoint, promote, demote, suspend or dismiss employees of the organization in accordance with the lines of authority that are defined in the organization structure.
- Ensures that all real property and other property invested in is adequately insured.
- Ensures that no employee of the organization shall place any order to purchase or make any purchase, except for a purpose and in the sum authorized in the Finance Policy or any supplementary appropriation of funds, unless there are sufficient funds in the approved budget to cover the proposed expenditure and conforming at all times to the prevailing procurement policy as approved by Council.
- Provides policy advice on the basis of civic operations and staff assessment of problems on staff initiative and in response to new federal/provincial legislation and programs as well as to Council initiative.
- Ensures effective utilization of people employed by the organization.
- Reviews and evaluates the effectiveness of the total organization providing for analyses of alternative structures and systems of administration that can help improve the effectiveness, productivity and responsiveness of committees, task forces, and staff operations, and providing reports to Council with recommendations.
- Performs other related duties as assigned.

### **Qualifications & Work Experience**

- Education in Business, or Finance; an MBA (preferred), CPA or CMA designation would be an asset.
- Formal training in community administration with emphasis on human and financial resources
- Significant and progressive leadership training and experience, with a strong focus on operations, business/finance, and HR processes.
- 5-10 years leadership experience within a large organization
- High level of humility, integrity, confidentiality, and accountability.
- A clear and solid understanding of local and urban Indigenous cultures.
- Solid understanding of Indigenous knowledge and justice systems, and of First Nations political systems in BC.
- Prior experience either reporting to or participating in an Indigenous-led governance board, with a strong respect for and appreciation of governance functions that adhere to, are congruent with and behave in compliance with colonial law and that of Indigenous natural laws and practices. •
- Strong political acumen and ability to manage conflicts and both champion and advocate from an Indigenous lens that promotes greater self-determination of Indigenous people and organizations to all stakeholder parties and the public.
- Sound understanding of risk management.
- Must have the ability to engage people to build trust and rapport.
- Effective verbal, listening and written communication skills.
- Advanced organizational and managerial skills and, staff development ability with an understanding of how the political process works with ability to manage from an administrative perspective.
- Ability to support policy advisory functions.
- Ability to encourage creative thinking by staff.
- Strong working knowledge of all applicable federal, provincial and local laws, codes and regulations.
- Strong working knowledge of the principles and practices of management and supervision.
- Ability to evaluate alternative solutions and develop sound conclusions, recommendations, and courses of action.
- Ability to understand, interpret, explain and apply local, provincial and federal laws and regulations.
- Ability to evaluate management practices and adopt effective courses of action.
- Ability to develop clear, concise and comprehensive technical reports, • correspondence and other written materials.
- Must exercise sound, expert independent judgment within general policy guidelines.
- Effective attention to detail and a high degree of accuracy.
- Sound analytical thinking, planning, prioritization, and execution skills.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Experience creating and managing budgets for a large, distributed organization.
- A clear criminal record check will be a condition of employment.

**Reporting**

This position will report to the Gitanmaax Chief and Council as a collective

**Location**

Gitanmaax Reserve, Hazelton, British Columbia

**Salary Range**

Salary will be commensurate with education and experience

**Hours**

Full-time (35 hours / week); Mondays to Fridays; Benefits: Extended benefits package that includes health and dental, personal days, paid vacation, and pension plan

**Interested Applicants are to Submit their Resume with a Cover Letter To**

**ATTN:** Gitanmaax Professional Services Committee

**EMAIL:** [info@gitanmaax.com](mailto:info@gitanmaax.com)

**CLOSING DATE: October 6<sup>th</sup>, 2023**

**12:00 p.m.**