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www.shuswapband.net

Executive Director

Open Until: October 13th, 2023 or until filled

Job Type: Full-Time Permanent

Salary Range: \$80,000.00 - \$110,000.00

Location: In Office – Shuswap Band
Administrative Building

Schedule: Monday-Friday from 9am-4pm

Department: Administration

Reporting to: Shuswap Band Chief & Council

Start Date: ASAP

Job Description:

The Executive Director is responsible for the successful leadership and general management of the Shuswap Band according to the vision, mission, objectives, and strategic direction set by Chief & Council. The Executive Director is responsible for the efficient management of all programs and departments, setting goals and measuring the achievement of the organization's strategic objectives. As a skilled administrator who is a positive role model, the Executive Director focuses on establishing effective working relationships with community groups, funding agencies, and other external contacts as needed to operate on-reserve initiatives. The Executive Director ensures the efficient financial and administrative management of the organization by working closely with department directors to manage their programs within Finance, Health, Territorial Stewardship, Lands, Public Works & Utilities, Housing, Social Development, Culture, Education, Guardians, and the general administration of the organization.

Responsibilities:

- Oversees the day-to-day operations and administration of the organization, including all departments (Administration, Finance, Health, Territorial Stewardship, Lands, Public Works & Utilities, Housing, Social Development, Culture, Education, Guardians, and other departments as they are created and implemented), ensuring the efficacy of programs and suggesting enhancements for improved operational efficiency to the Chief & Council.
- Leads the development and implementation of Shuswap Band's strategic plans, policies, and objectives on reserve, ensuring alignment between Chief & Council and Directors, staff, and community.
- Develops an operational plan to guide the organization's strategic direction, effectively conveying it through routine staff correspondences while setting goals and monitoring progress on a quarterly basis.

- Ensures that all business and operational transactions are conducted in a responsible, confidential, and ethical manner while mitigating any potential conflicts of interest.
- Performs comprehensive needs assessments, gap analyses, and exercises leadership in formulating strategies and priorities for developing programs aimed at meeting the future needs of the community.
- Coaches, mentors, supervises, develops, and provides guidance to Senior Management, ensuring their professional development and adherence to policies and procedures.
- Develops and maintains positive working relationships with government agencies, funding bodies, and other external stakeholders to secure funding and support for Band initiatives while raising the profile of the organization by engaging in public relations, networking, and advocacy activities.
- Oversees the general management Shuswap Band's financial affairs, ensuring the establishment and review of internal financial controls to ensure effective financial and fiscal management. This includes (but is not limited to):
 - Developing and monitoring financial plans and budgets (multi-year and annual) in relation to strategic plan direction, goals, and objectives set by Council and executed by department managers/directors.
 - Reviewing financial statements and reports and making recommendations to the Finance and Audit Committee.
 - Identifying, assessing, monitoring, and reporting on Financial Reporting Risks to the Finance and Audit Committee.
 - Ensuring regular reporting requirements are met and communicated to Council and appropriate agencies by working with Finance to produce appropriate documentation for funding bodies.
 - Approving employee payroll and employee expense advances according to our Financial Policy.
 - Adhering to all financial policies and guidelines, including Financial Administration Law (FAL), Expenditure policies, procurement, and all others.
- Provides governance support to Chief & Council at meetings by designing agendas, preparatory materials, and delivering appropriate context and insights to empower Council to arrive at well-informed decisions that benefit the organization and community.
- Drafts official correspondence on behalf of Chief & Council to involve key stakeholders in various projects, ensuring follow up on action items and documenting issues and progress.
- Facilitates community engagement and involvement in decision-making processes, ensuring transparency and inclusivity.

Qualifications:

- A master's degree in business administration or related field.
- Experience working and collaborating with Indigenous community members and external partners.

- Demonstrated working knowledge of government regulations for businesses and communities.
- Understand the needs of On Reserve Development Corporations and the requirement to keep politics, stewardship and economics separate.
- 10+ years experience and in-depth knowledge of fiscal planning, budgeting, and reporting.
- 10+ years managing director-level teams and programs.
- 7+ years experience in operations management with a solid understanding of business functions (HR, finance, risk management, land management, project management).
- Proven ability to implement process and drive policy.
- Background and experience in economic development is ideal.
- Proficient in all Microsoft Office applications.
- Ability to build a collaborative environment with cross-functional teams and community partners.
- Passion for driving process and policy while building capacity, trust, and transparency with all team members.
- Exceptional facilitation and governance skills.
- Outstanding verbal, written, and presentation skills. You are a clear, concise communicator.
- Highly organized. Solid time management and project management skills.
- An understanding of the history of First Nations in British Columbia, and an interest to learn more about the history, culture, practices, socioeconomic conditions, rights, and future vision of Indigenous peoples.

Shuswap Band offers a wide variety of perks including:

- 2 weeks paid holiday over Christmas in addition to annual vacation
- Employer matched pension plan after 3 months
- Extensive health and benefits package
- Bi-weekly healthy food box
- Dynamic work environment

We value diversity and welcome all qualified candidates to apply. Employment and promotion of an Indigenous person or Shuswap Band members will be administered in a fair and reasonable manner and is consistent with the Canadian Human Rights Commission Policy on “Aboriginal Employment Preference.”

Please email your application to hr@shuswapband.ca with the subject line “[Position Name] – Application” by the closing date above to apply.