



# Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

## INTERNAL/EXTERNAL POSTING

<b>Position Title:</b> Executive Director	<b>Posting #:</b> 45-2024
<b>Location:</b> Office at 2026 Kennay Yah Rd; Multiple Sites Served	<b>Grade:</b> 10
<b>Reports To:</b> Chief & Council	<b>FTE:</b> 1.0
<b>Key Areas:</b> Employees, Budgets, Strategy, Policy, Services, PR	<b>Starting BH Rate:</b> \$60.00
<b>Effective Date:</b> Immediate, full time permanent	<b>Starting BW Salary:</b> \$4200.00
	<b>First Posted:</b> 2024-11-20
	<b>Closes:</b> 2024-12-03

### What You'll Do

The Executive Director leads Fort Nelson First Nation by managing operations, supporting Chief & Council, and ensuring alignment with community values and strategic goals. Key responsibilities include:

- **Advising Chief & Council:** Provide guidance on governance issues, prepare reports, and review Council materials to ensure cultural relevance and informed decision-making.
- **Managing Operations:** Oversee multiple departments and budgets, ensuring effective resource use and alignment with the Nation's vision.
- **Leading Human Resources:** Collaborate with HR staff on HR programs, handle employee relations, and foster an inclusive and culturally informed workplace.
- **Strategic Planning and Compliance:** Develop and guide operational plans, ensure compliance with relevant laws and regulations, and drive initiatives that support the long-term sustainability of the Nation.
- **Community Engagement:** Represent the Council's interests, facilitate community workshops, and build strong relationships with community members, organizations, and external stakeholders.

The Executive Director plays a crucial role in advancing the Nation's goals, promoting transparency, and enhancing collaboration within the community. Other related duties.

### Valued Qualifications

#### Experience:

- 7 years of leadership experience, ideally within a First Nations Government, demonstrating community-focused management and governance.
- Experience with budgeting, financial planning, and reporting, particularly within large organizational or program budgets.

#### Knowledge:

- Strong understanding of First Nations governance, community engagement practices, and relevant federal/provincial regulations.
- Familiarity with the First Nations Financial Administration Law, Indigenous Services Canada programs, and public administration practices.
- Knowledge of governance, leadership principles, and human resource management, including employee relations.

#### Skills:

- Expertise in strategic and operational planning, including project management, contract negotiation, and risk assessment.
- Advanced leadership and mentoring abilities, fostering team collaboration and motivation.
- Proficient in financial management, including budget development, analysis, and reporting.
- Strong communication skills, able to convey complex information clearly and diplomatically.
- Proficiency with MS Office and Google Workspace™

#### Abilities:

- Ability to navigate complex situations with diplomacy, resolve conflicts, and build positive relationships with stakeholders, including Council, community members, and government agencies.



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- Skilled in identifying critical issues, implementing solutions, and adapting strategies to organizational needs.
- Proficient in facilitating group meetings, training sessions, and community workshops.
- Ability to guide organizational development through mentoring, coaching, and succession planning.
- Competent in managing and monitoring budgets to ensure alignment with goals and governance principles.

### Other (Required):

- No barriers to working with any member of the community and their family representative(s)
- Compliance with BC Immunization program and TB Screening
- Satisfactory completion of police information check.
- Valid Class 5 BC Driver's License and Drivers Abstract.

### Work Setting

Core business hours are Monday to Friday, 8:30 a.m. to 4:30 p.m. This position manages several direct and indirect reports. There is a requirement to attend evening meetings and provide public presentation. The majority of work time is spent in an office-type environment. Regularly travels for work (compensable). Interacts with all levels of the organization, government and public. Time pressures and deadlines may be experienced.

### Benefits and Lifestyle

We offer a comprehensive benefits package (health/dental, insurances, weekly indemnities), a pension plan, and 12% vacation to help you recharge. The rate offered will reflect your certifications, experience, knowledge, skills, and other valuable attributes.

Discover the unique lifestyle that Fort Nelson offers – a beautiful and affordable place to call home! Enjoy year-round indoor and outdoor recreational activities, from hiking and fishing to winter sports, alone with a variety of cultural activities. Surrounded by the magnificent Northern Rockies, you'll have more time to enjoy life's simple pleasures.

### Ready to Apply? Here's How:

**Closes:** December 03, 2024 at 11:59 p.m. \*Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: [recruitment@fnnation.ca](mailto:recruitment@fnnation.ca)

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply. \* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.