



GITXAALA NATION

P.O. Box 149 - Kitkatla, BC V0V 1C0 Phone 250-848-2214 Fax (250)848-2238

Career Opportunity:

Chief Executive Officer for Kitkatla Development Corporation

The Opportunity:

The Gitxaala Nation is seeking a highly skilled, motivated, entrepreneurial leader who is flexible and works well in a team environment to fill the position of Chief Executive Officer (CEO) for the Kitkatla Development Corporation (KDC). The CEO will oversee the overall operations of the KDC, work closely with the Board of Directors (BOD) and the Senior Management Team, and reports directly to the BODs and on occasion to Chief & Council.

The CEO will work collaboratively with the BODs and on occasion with Chief & Council in leading the organization towards a more established execution plan for its long-term vision. In addition, the CEO will ensure that Gitxaala's fiscal management operations, administrative operations, revenue generation, marketing, human resources, technology, industry relations and other business strategies are effectively implemented across all segments of the organization to the betterment of the Gitxaala Nation.

Key Responsibilities:

Strategic Vision and Leadership

- Gitxaala Nation is proud to be on the path to self-determination. A key performance indicator of the Chief Executive Officer will be to identify and achieve measurable objectives which will support Gitxaala Nation in fulfilling the goal of self-determination
- Collaborate with the Board of Directors and Chief & Council to develop, refine and implement a strategic plan while ensuring that the budget, staff and priorities are aligned with Gitxaala Nation's core mission
- Provide inspirational leadership and direction to all senior managers and ensure the continued development and management of a professional and efficient organization
- Establish effective decision-making processes that will enable Gitxaala Nation to achieve its long-term and short-term objectives
- Cultivate a strong and transparent working relationship with the Board of Directors along with Chief & Council and ensure open communication regarding financial performance and program delivery results against stated milestones and goals
- In partnership with the BODs and Chief & Council help build a diverse and inclusive organization, representative of the community of Gitxaala Nation and Band members

Financial Development and Management

- Oversee the financial status of the organization by developing long-term and short-term financial plans, monitoring the budget and ensuring sound financial controls are in place
- Under the direction of the BODs, ensure that the flow of funds permits Gitxaala Nation to



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- make continuous progress towards achievement of its mission
- Allocate and manage funds properly to reflect present needs and future potential needs
- Formulate and execute comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, government agencies, joint ventures and corporations
- Explore and foster successful business ventures in alignment with the strategic direction as set by the BODs and Chief & Council. Approve and enter into capital expenditure commitments and undertake new projects
- Successfully negotiate contracts, joint ventures and other business arrangements to achieve Gitxaala Nation objectives

Infrastructure and Operations

- Support and motivate all KDC staff
- Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization
- Create and promote a positive work environment that supports consistency throughout KDC's strategy, operational methods and data collection needs
- Set financial priorities accurately, to ensure the organization is operating in a manner that supports the needs of the programs, staff and stakeholders
- Manage the review, operational and financial reporting of all KDC entities including the Nation's companies, joint ventures and other related partnerships
- Work closely with the BOD's to provide support including preparation for BOD meetings; providing options, implications and recommendations for decision-making; ensuring accurate meeting minutes are recorded and action items are carried out

Business Development

- Rationalize the delivery of businesses through new and existing structures and systems
- Increase efficiencies and consistency throughout the organization by developing and implementing standardized business services

Planning and Development

- Design and complete a strategic organizational planning process for the betterment of the Gitxaala Nation
- Build partnerships with industrial, political and community leaders to further Gitxaala Nation's mission and goals
- Be an advocate for Gitxaala Nation's mission and goals by promoting and communicating positive business results so as to establish Gitxaala Nation as a model for regional and national Aboriginal best practices

The Applicant:



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Qualification Requirements

- Bachelor Degree and/or a combination of education along with at least 10 to 15 years of overall professional experience coupled with significant senior-level and fiscal management experience will be considered
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems
- Possess excellent analytical, organizational and problem-solving skills which support and enable sound decision making
- Outstanding coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst different opinions
- Outstanding presentation and communication skills and the experience and the tendency to be an outgoing spokesperson, relationship builder, and fundraiser
- Strong commitment to the professional development of staff and a successful track record or recruiting and retaining a diverse team
- Proven track record of successful business development and business management
- Expert understanding of accounting principles, database and information systems
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint, Adobe products, CRM systems

What We Offer:

The Kitkatla Development Corporation is located in beautiful Lax Klan (Kitkatla) on the North Coast of BC. The community offers some of the most awe-inspiring scenery in the entire province and is accessible by seaplane and marine vessels. Relocation and housing assistance will be provided. We offer a benefit plan and competitive compensation. This is an opportunity to further the work of a progressive and striving First Nation organization.

How To Apply:

Please apply by sending your resume and cover letter to:

Norman Ridley, Finance P/R Clerk

Email: n.ridley@gitxaalanation.com

Closing Date: June 5, 2020 at 4:00pm

