

## Job Description

**Title:** *Executive Director*

**Reports To:** *Chair, Board of Directors*

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### Job Summary

The Executive Director is responsible for the successful leadership and general management of three organizations according to the vision, objectives, and strategic direction set in conjunction with the governing body. The Executive Director is responsible for the efficient management of all programs and departments, setting goals and measuring the achievement of the organization's objectives. As a skilled administrator who is a positive role model, the Executive Director works with the governing body to focus on establishing effective working relationships with community groups, funding agencies, and other external contacts. The Executive Director ensures the efficient financial management of the organization through Treaty negotiations, applications for grant funding and fiscal restraint. The Executive Director leads a multi-faceted team of employees who are tasked with Treaty, finance, victim services, administration, fisheries and resource management, information technology, skills development and other specialties. Additionally, the Executive Director plays a strong role in increasing capacity of all associated organizations, providing advice, guidance and resources to support their operations.

### Duties and Responsibilities

#### A: Leadership:

1. Supervises the efficient and effective day-to-day operations of three organizations (NSTC, NSTC Treaty Society and INDC), including all department heads and programs;
2. Oversees human resource/staffing plans and is regularly involved in the recruitment and development of staff
3. Provides leadership to the department heads in establishing program and individual expectations; regularly reviews performance with staff;
4. Addresses performance issues and acts as coach and mentor to develop employees; follows progressive disciplinary process as required;
5. Identifies, assesses and informs the governing body of serious issues (potential terminations, confidentiality breaches, conflict of interest and fraud as examples) as they may arise as well as providing routine updates on activities;
6. Provides advice, guidance and resources, playing a strong role in the development of skills and increasing capacity of all NSTQ associated organizations;
7. Conducts needs organizational needs assessments, identifies gaps, and provides leadership to develop plans and priorities in creating programs to address the developmental requirements of the Society, affiliated communities and governing bodies;
8. Identifies and partners with a variety of organizations to formulate joint special projects which would enhance the delivery of existing programs and services to member communities;
9. Develops a communication strategy for public awareness of programs and events;
10. Raises the profile of the organization by engaging in public relations, networking and advocacy activities;
11. Takes the Lead role in management of partnership agreement with Thompson Rivers University.

#### B: Governance:

1. Coordinates the development of a vision and strategic plan with the governing body;
2. Develops and participates on committees that help further the organizations (e.g. Senior Administrators Network) capacities and move NSTC or NSTQ organizations toward the vision of self-government;
3. Facilitates the orientation and training of the Board of Directors, to help them learn that their roles and responsibilities as, Board members, Band Councillors and as employees of the organization are different and must be kept separate so they are not in a conflict of interest;
4. May be called on to act as the organization's spokesperson, making presentations to government, media, affiliated organizations, etc.;
5. Oversees development of a communication strategy for public awareness of programs and events;
6. Raises the profile of the organization by engaging in public relations, networking and advocacy activities

**C: Operations:**

1. Coordinates the development of a vision and strategic plan with the governing body;
2. Develops an operational plan for the organization's strategic direction, communicates this through regular staff communications and by setting goals and monitoring progress with each department;
3. Develops a solid training plan designed to increase capacity of all employees, leading to the ability to have an internal succession plan;
4. Establishes policies and procedures for the organization; regularly reviews and updates these to meet legislative and operation changes;
5. Manages the planning, implementation and evaluation of the organization's programs and services;
6. Ensures legal compliance in all areas of operations; creates a safe and healthy work environment and ensures compliance with all financial legislation;
7. Ensures systems and checks exist for the security of facilities and equipment; works with team to create recovery plans for possible disaster scenarios;

**D: Administration:**

1. Oversees the general management of the organization's financial affairs ensuring the establishment and review of internal financial controls to ensure effective financial and fiscal management;
2. Prepares a comprehensive annual budget with the senior management team to secure adequate funding;
3. Ensures budgets are approved and adhered to, in addition to reviewing cash flow and providing regular reports to the governing body;
4. Provides input for the audit process and takes action to implement recommendations into the organizations operations;
5. Ensures systems are in place to monitor purchasing, tendering and other financial transactions;
6. Ensures regular reporting requirements are met to governing bodies and appropriate agencies by providing oversight to Finance and department heads;
7. Identifies, researches, writes, and pursues funding proposals;
8. Writes official correspondence on behalf of the governing body as required;
9. Acts as a signing officer and oversight for approval of all expenditures;
10. Coordinates regular meetings with governing body to involve key stakeholders in various projects, ensuring follow up of particular action items and documenting issues and progress;
11. Other duties as assigned or required.

*The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and to maintain confidentiality of all information gained while working with the organization.*

**Qualifications****Education:**

- Bachelor's Degree in Business Administration or related field

**Specialized Knowledge:**

- Knowledge of legislation on Labour Code, Occupational Health and Safety, Privacy, Human Rights, and Employment Law;
- Knowledge of financial and reporting requirements for Federal, Provincial and other funding agencies;
- Knowledge and experience in human resources and financial management, governance procedures, and the treaty process.

**Competencies:**

The Executive Director should demonstrate competence in some or all of the following:

- Conflict Resolution - Brings conflict into the open at the earliest opportunity to arrive at constructive solutions while maintaining positive relationships;
- Relationship Building - Develops strong, cooperative relationships with internal and external partners, customers, clients and colleagues to build long term relationships that foster collaboration and partnership;

- Leadership & Teambuilding - Sets an example and a direction for others by acting as a role model and inspiring a positive attitude toward work, motivating others toward vision and goal achievement. Coaches direct reports for employee development and provides purposeful feedback for improved performance;
- Strategic Performance - Contributes to the organization's strategic performance by linking long-range vision and mission to the daily work, developing individual and/or group goals, aligning goals with organization objectives and building commitment of staff to this direction;
- Financial Impact - Delivers on financial results by budgeting resources responsibly, analyzing data, recognizing trends and patterns and synthesizing financial data into meaningful terms;
- Innovation - Makes an effort to improve performance or operational activities by trying new things, finding new ways of doing things and looking for improvement;
- Analytical Thinking - Observes identifies and organizes information to detect underlying issues. Recognizes patterns to interpret implications, ascertain solutions and make recommendations;
- Business Acumen - Demonstrates an understanding of industry trends, business concepts, economic development as well as the constraints and limits of the environment in which the service is provided while increasing the value of products and services.

#### **Skills and Abilities:**

- Ability to work independently and to be self directing and self-motivated;
- Ability to build effective interpersonal relationships from the community level to senior government levels;
- Ability to work collaboratively with the leadership team in the establishing of goals, and preparation of budgets and funding proposals;
- Ability to see the big picture and think strategically;
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program);
- Ability to manage conflict and manage change;
- Ability to self-regulate, meet deadlines, have attention to detail;
- Understanding of First Nations values, culture, history, communities, and traditional territories
- Strong knowledge of governance;
- Ability to build capacity for staff, governing body and affiliated organizations;

#### **Experience:**

- Five to seven years of progressively responsible program management experience preferably in the social service sector, or with First Nations groups, supplemented by business/management experience.

#### **Working Conditions**

- Travel to other related organization locations will be required;
- May need to respond to after-hours or emergency calls;
- Required to work some non-standard hours to attend meetings or events, overtime is required;
- Receives minimal supervision with occasional direction and few checks of the work performed.

#### **Conditions of Employment**

- Must be able to obtain and maintain a Criminal Records Check to level four;
- Must have a valid class five BC Driver's Licence;
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements.

#### **Directly Supervises**

- Treaty Team Coordinator, Operations Coordinator, Finance Administrator, Community Services Coordinator, Skills Development Coordinator, Fisheries/Resource Program Manager, Victim Services Program Manager, Consultants, Lawyers. Manages and oversees relationship with Auditor, Insurance Provider, Benefits Broker and Banking Representatives and all others doing business with the Organization.

**General Category:**

1. Operates as part of a team and is flexible about the boundaries and functions of the job.
2. Maintains open and professional communications with co-workers, board members and all others who do business with the society or member bands.
3. Ensures that all internal and external deadlines are met.
4. Travels as required in the performance of their job.
5. Serves on committees as directed by the Chair of the Board.
6. Takes responsibility for identifying upgrading of personal skills necessary to perform job duties.
7. Successfully completes all training courses undertaken at the direction of Chair of the Board
8. Maintains confidentiality of all information see, heard or obtained by virtue of employment
9. Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture.

**Position Classification:**

Salary Grid Level: Eight  
Security Level: Eyes Only

<b>I have read the duties and responsibilities assigned to this position and described in this document. I agree to undertake these duties and responsibilities. I understand that this job description will be used as source to evaluate my job performance.</b>	Employees Signature:  _____ Name: _____	Date:  _____
<b>The information contained in this document represents a realistic description of the duties and responsibilities of the described position as of the effective date.</b>	Supervisor Signature:  _____ Name: _____	Date:  _____