



EXECUTIVE DIRECTOR

1 Full-Time Permanent Position

GENERAL DESCRIPTION

Couchiching First Nation requires an Executive Director responsible for the overall representation of Council and its governance to all external and internal stakeholders. The Executive Director is responsible for the ongoing success of the operations and strategic planning. Internally, the Executive Director will focus on the ongoing improvement of the organizations processes to ensure maximum communication and council transparency. Externally, the Executive Director will establish key long-term relationships with business partners that enhance the organization's representation for its members. The Executive Director will attend meetings, propose policies and practices, sit on various committees, and will submit various reports to the council, members, and other stakeholders. Acting as an industry advocate, the Executive Director will promote our organization, and Native Groups as a whole through strategic public relations and government interactions. The Executive Director will be relied upon to perform business development duties, including the creation of suitable and beneficial partnerships, conducting assessments of other organizations viability and potential fit while determining their overall value for possible purchase or acquisition. Other responsibilities will include the creation of committees, appointing members to such committees, and the performance of other duties as needed and/or as defined in the bylaws.

WORK CONDITIONS

- Travel required
- Ability to attend and conduct presentations
- Manual dexterity required to use desktop computer and peripherals
- Overtime as required

QUALIFICATIONS

- (3) years of experience in a Leadership-level position
- (3) years of experience in business development, financial analysis and strategic planning
- Proven experience negotiating and working within strategic partnerships
- Excellent organizational, strategic, planning and implementation skills
- Excellent management writing, presentation and verbal communication skills
- Understanding of financial reports including budgetary guidelines and project expenditures

- Ability to assign and delegate work, problem solve, answer questions and evaluate results of performance
- Ability to follow through and complete overlapping projects
- Effective leadership skills, with a strong focus on operational, legislative and business processes
- Able to identify key issues; creatively and strategically overcome internal challenges or obstacles
- 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
- Knowledge of contracting, negotiating, and change management.
- Knowledge of federal, provincial, territorial, and local legislative regulations.
- Ability to participate in and facilitate group meetings
- High level of integrity, confidentiality, and accountability
- Ability to respond appropriately in pressure situations with a calm and steady demeanor
- Able to build and maintain lasting relationships with other members, key business partners, and government agencies.

Applications will be accepted until 4:00 p.m. March 8, 2019. Applications should include resume, cover letter and three (3) employment related references (one of which must be from a current or recent supervisor) with permission to contact these references.

Please submit application to:

Amanda French
Executive Assistant/Human Resources
Couchiching First Nation
RMB 2027, RR2
Fort Frances, Ontario
P9A 3M3
Fax: (807)274-6458

All late applications will be returned unopened.
For a complete Job Description, contact Couchiching Reception