



## **JOB POSTING**

# **Chief Executive Officer (CEO) – Kitselas Development Corporation (KDC)**

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### **Reports To**

Kitselas Development Corporation - Board of Directors

### **Summary**

As a visionary, the Chief Executive Officer (CEO) is directly responsible for the health and performance of the organization, the success of its operations, and strategic planning. Internally, the CEO will focus on the ongoing improvement of the organizations business model to ensure maximum productivity and revenue. Externally, the CEO will establish key long-term relationships with business partners that enhance the organizations profitability and market position. This individual will also provide financial leadership by managing budgets and monitoring long-term strategic fiscal plans.

### **Job Duties**

- Develop an effective multi-year strategic plan with the board of directors, once approved, tactically implement it via an annual operating plan and budget.
- Collaborate fully with all of the Kitselas First Nation entities to help further the nation's interests in any related manner.

- Provide leadership for strategic business development and key corporate planning issues on major business decisions.
- Assist the Finance Department in managing project budgets, forecasts, and long-term financial plans; ensure corporate adherence to annual budgets.
- Report to the Board of Directors on the company's status against, and ability to meet, its strategic and operational objectives. Meeting monthly and annually. Day-to-day communication with the Board of Directors will be through the Board Chair.
- Delegate, communicate, and collaborate with departmental leaders to control spending, budgeting, reporting, and operational excellence.
- Establish and maintain key relationships with strategic business partners, such as suppliers, wholesalers, retailers, and so on.
- Develop and maintain effective relationships with municipal, state/provincial, federal, and First Nation government agencies, as well as professional organizations such as consultancy firms and auditors.
- Facilitate and oversee any auditing conducted by third parties to ensure an effective resolution and swift closure of auditing activities.
- Help determine resource allocation among business units and/or departments.
- Ensure proper reporting structure within and between all business units and/or departments.
- Keep the Board of Directors informed about business activities, potential threats, opportunities, and recommended actions at pre-scheduled or special meetings.
- Monitor departmental performance against goals to ensure that progress is being made, and that corrective action is taken if necessary.
- Monitor legislation, regulations, policies, and procedures applicable to company operations.
- Meet regularly with department heads/business unit leaders; facilitate resolution of issues/problems between business units and/or departments.

## **Requirements**

- University degree in Accounting, Business, or Finance; an MBA, CPA or CMA designation is preferred.
- Minimum of 4 years of experience within a medium-to-large organization in progressively more responsible positions.
- Effective leadership skills, with a strong focus on mentoring and motivation of employees.
- Demonstrated ability to manage key constituent relationships, including customers, business partners, government agencies, and so on.
- Able to identify key issues; creatively and strategically overcome internal and external challenges or obstacles.
- A clear and solid understanding of the issues faced by the organization.
- Strong knowledge of fiscal management and responsibility, business finance, capital funding, contracts, and partnerships.
- Sound understanding of risk management.
- Knowledge of Human Resource Management in general, including personnel policies, practices, and procedures.

- Effective attention to detail and a high degree of accuracy.
- High level of integrity, confidentiality, and accountability.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Experience creating and managing budgets for a medium sized organization.
- Able to effectively communicate both verbally and in writing.

## **Working Conditions & Remuneration**

- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Work hours will be 8:30AM to 4:30PM, Monday to Friday, however it is the nature of the position to work beyond regular office hours as well as weekends (overtime and banked time policies will apply). Travelling will be required from time to time.
- A competitive remuneration package will commemorate with experience and suitability.

If you're interested in applying, please email your resume and cover letter (in PDF file format) to the Board Chair: [c.carlick@kitselasdlp.ca](mailto:c.carlick@kitselasdlp.ca)

**Deadline for Application:** July 9<sup>th</sup>, 2021