



Chief Operating Officer

Kitselas Development Corporation | Terrace, BC | Permanent Full-Time

About Kitselas Development Corporation

Kitselas Development Corporation (KDC) is the economic arm of Kitselas First Nation (KFN), with corporate offices located in Terrace, British Columbia. KDC is governed by a Board of Directors appointed by KFN Chief and Council and works to advance business, employment, partnership, and economic development opportunities that support Kitselas participation in the local and broader Northwest BC economy.

KDC is recruiting for the position of Chief Operating Officer (COO). Reporting to the Chief Executive Officer (CEO), the COO will provide executive and operational leadership across KDC, its business units, operating departments, and group of companies. This role will support the development and implementation of strategies, policies, initiatives, and partnerships that strengthen organizational performance and create sustainable economic opportunities.

The successful candidate will bring exceptional communication and analytical skills, strong business acumen, sound judgment, and attention to detail. They will be a collaborative, highly motivated leader with experience in operations, financial oversight, relationship-building, contract administration, property management, and business development.

Key Responsibilities

- Support the CEO in the development and execution of policies, strategies, and initiatives that create business procurement, employment, and economic development opportunities for Kitselas.
- Provide strategic and operational leadership for KDC, its group of companies, business units, and operating departments.
- Oversee the implementation and execution of strategic and operational plans while ensuring alignment with corporate goals, community priorities, and long-term sustainability.
- Participate in contract and agreement negotiations, and oversee the administration of contracts, leases, and related obligations.
- Establish and maintain respectful, productive relationships with KDC affiliates, KFN departments, government, agencies, community organizations, Indigenous communities, industry, businesses, investors, and funding bodies.

Business Development, Property & Stakeholder Relations

- Identify, evaluate, and pursue new business, investment, partnership, and economic development opportunities that advance KDC's mandate.
- Undertake reviews, analysis, and evaluation of economic and business development opportunities, including proposals from proponents, and provide recommendations to the CEO and Board as required.



- Manage a portfolio of property and act as a primary contact for landlord-tenant relations and business inquiries.
- Actively participate in land use strategic discussions and support the development, implementation, and monitoring of strategies to market KDC businesses and development opportunities.
- Maintain awareness of funding programs, develop related funding proposals, and manage project deliverables, reporting, and compliance requirements.

Financial, Corporate & Governance Oversight

- Work with the CEO to support annual operating and capital budgets, business planning, operational performance, and long-term financial sustainability.
- Monitor performance and ensure KDC, its group of companies, departments, and business units operate within approved budgets, policies, contracts, and corporate standards.
- Prepare and present briefing reports, operational updates, recommendations, and strategic information on existing and potential business opportunities.

Leadership & Human Resources

- Provide leadership, guidance, mentorship, and performance management support to all direct reports.
- Work collaboratively with the CEO to support human capital planning, retention, training, capacity and professional development and succession planning.
- Promote strong internal communication, teamwork, accountability, and consensus-building.

Governance & Stakeholder Relations

- Provide professional representation at KDC Board and KFN Chief & Council Meetings, community meetings, industry events and forums to provide briefings and updates.
- Participate in external partnership discussions.
- Prepare and present operational reports, recommendations, and strategic updates to the CEO.
- Ensure proper reporting structures and communication systems are maintained within KDC and throughout all its business units, departments and group of companies.

Qualifications, Knowledge, Skills & Abilities

- Degree in business, leadership, management, commerce, economics, or a related discipline; an equivalent combination of education and experience may be considered.
- Minimum of three years of experience in a similar senior leadership, operations, business development, or economic development role.
- Experience working with First Nations and Indigenous communities, with an understanding of respectful relationship-building and community priorities.
- Demonstrated experience in strategic planning, policy implementation, operational oversight, project management, contract and lease management, and business plan development and analysis.
- Strong leadership, organizational, negotiation, analytical, financial, interpersonal, written communication, verbal communication, and report writing skills.



- Ability to manage multiple scopes of work, timelines, budgets, and competing priorities in a fast-paced and evolving environment.
- Proficiency with Microsoft Office applications and the ability to maintain confidentiality, exercise sound judgment, and communicate professionally with diverse audiences.
- Knowledge of grant funding, proposal development, deliverables management, and reporting requirements.
- Property management experience is considered an asset.
- Ability to travel as needed, work outside regular business hours, hold a valid BC Driver's Licence, and successfully undergo a criminal record check.

Compensation & Benefits

The pay range for this permanent, full-time position is \$90,000 to \$130,000 annually, along with a comprehensive benefits package that includes health, dental and vision insurance, short-term and long-term disability, life insurance, a registered pension plan with employer matching, and paid leave.

How to Apply

Interested candidates are invited to email their resume and cover letter to the attention of Darrin McCormack, CEO, at darrin@kitselasdevcorp.ca.

This position will remain open until filled.



Equal Opportunity Statement

KDC is committed to creating an inclusive and respectful workplace. We welcome applications from all qualified candidates and encourage applications from Indigenous peoples, women, persons with disabilities, members of visible minorities, and individuals of diverse backgrounds and experiences. Preference may be given to qualified Indigenous applicants in accordance with applicable legislation.

We thank all candidates who apply; however, only shortlisted applicants will be contacted.