

Job Description: CEO - Economic and Business Development

Position: CEO - Economic and Business Development

Organization: Kanaka Bar Land and Resources LP

Application Deadline: 4 p.m. on Friday, March 22, 2019

Summary

Kanaka Bar Indian Band has a vision to manage and use its land and resources to maintain a self-sufficient, sustainable and vibrant community. In 2016, Kanaka's Council adopted an organizational structure to implement this community vision. This new structure separates politics from business, decision-making from implementation, and non-profit from for-profit activities. With this posting, Council is inviting applicants to oversee Kanaka's "Orange" arm (economic and business development): <http://www.kanakabarband.ca/about-us/our-organization>. For more information on the community, please review the rest of our website at: <http://www.kanakabarband.ca/>

CEO – Economic and Business Development (or CEO *Orange* as we call it) is a full-time management position at Kanaka Bar from Monday to Friday with bi-monthly reporting to Directors of Kanaka Bar Land and Resources LP (KBLR). Successful applicant will be responsible to manage projects, initiatives and staff of the following business entities:

1. Kanaka Bar Land and Resources LP
2. Kwoiek Creek Resources Inc.
3. Siwash Watershed Resources Inc.
4. Kanaka Land and Holdings LP
5. Kanaka Bar Employment Services LLP

The CEO *Orange* will work cooperatively with the Directors of KBLR and its subsidiaries to conduct research on the business needs of Kanaka bar by engaging all local businesses and individuals in thinking through the economic development process for the community. The CEO will be responsible to evaluate business climate and economic conditions for business development and entrepreneurship in the community, gaining insight on business formation, sectors, size, growth needs, strengths and challenges. Key deliverable for the CEO will be development of business plans and operational policies in line with Kanaka's vision, strategy and plans.

Reporting Structure

CEO *Orange* will report to and take direction from the Directors of KBLR.

Job Duties and Responsibilities

CEO *Orange* directly manages project/activities of the Project Manager and Housing Coordinator. He or she will also manage staff directly managed by Project Manager and Housing Coordinator when it comes to issues that are covered under the Personnel and Housing Policies, and Financial Administration Law of Kanaka Bar. CEO *Orange* is required to manage business and staff in a way that is line with principles found on Kanaka's website, Land Use Plans, Traditional Territory Land and Resources Strategy, Community Economic Development Plan and Bi-annual Strategic Plans. In coordination with the staff, CEO *Orange* will be

responsible for overall business planning, policy setting, and implementation of both with special attention budget preparation and cost control during the year. CEO *Orange* will also be required to understand the existing business practices, identify gaps and challenges, conduct research for best practices and recommend practical and sustainable solutions that are in the best interest of Kanaka Bar.

More specifically, the CEO *Orange* will be responsible to:

- Demonstrate interest in rural and sustainable economic development, and how climate change is affecting the world as we know it.
- Ensure that each business function remains compliant with applicable laws, safety regulations and policies of Kanaka and other levels of government.
- Identify policy gaps and challenges and make recommendations to improve.
- Oversee, direct and collaborate with staff to ensure overall operational and organizational excellence. This includes hiring, supervision and in some cases reducing staff.
- Provide annual employee evaluation and mentoring for the staff in all business functions listed above.
- Responsible for motivating and developing the skills of staff in each business function to foster productivity, professionalism and high morale.
- Collaborate and effectively communicate with Directors and staff to develop business plans for all businesses of Kanaka Bar.
- Establish and implement short, medium and long-term work plans, including annual operating budgets for each business function, in accordance with Kanaka's goals and objectives outlined in its critical planning documents.
- Understand finances and prepare periodic financial statements for each business to assist in informed business decision-making.
- Monitor business performance against goals and budgets to ensure that progress is being made, and that corrective action is taken, where and when necessary.
- Provide direct support services such as research, grant writing, project development or planning support, business retention and expansion activities to a variety of community initiatives.
- Provide support for the project application, management and assessment process.
- Engage with the community, staff and leadership, and maintain relationships with other stakeholders.
- Assist in organizing meetings and finalizing minutes.
- Develop clear and comprehensive reports, proposals, correspondence and other written materials.
- Other duties may be assigned as required.

Requirements

- Interested in sustainable economic development in line with Kanaka's principles.
- University degree in business administration.
- Proven abilities based on years of experience is acceptable where education is limited to undergraduate level.
- Professional designation in human resource or accounting will be considered an asset.
- Knowledge of employment law, labor relations and various government levels in Canada.
- Ability to establish and maintain effective working relationships with employees, membership and leadership, as well as external stakeholders.
- Ability to evaluate Kanaka's businesses, identify alternatives (think outside the box), develop sound conclusions and implement recommendations.
- Advanced organizational and managerial skills.

- Excellent verbal and written communication skills. Applicant must have the skills to generate works on their own using Microsoft Office package.
- Strong understanding of administrative, operational principles and best practices.
- Proven negotiation and conflict resolution skills.
- Prior working knowledge of Xyntax is considered an asset.

Working Conditions

- Physical presence at the Band Office from Monday to Friday during regular office hours and during Council, Board and Community meetings.
- Interaction with employees, membership and the public.
- Travel as and when required.
- Manual dexterity required to use desktop computer and peripherals.
- Sitting for extended periods of time.
- Able to attend community meetings and conduct presentations using various media.

This will be a full-time employment position based out of the Kanaka Bar's Band Office. Compensation will consider both the qualification and experience of the applicant.

All qualified and interested applicants should submit cover letter and a resume to chief@kanakabarband.ca by 4 p.m. on Friday, March 22, 2019. We appreciate all applications; however, only short-listed applicants will be contacted to participate in the interview process.