



EMPLOYMENT OPPORTUNITY – Contract Position

CHIEF EXECUTIVE OFFICER

Overview

Tribal Chiefs Ventures Inc. (TCV) is a non-profit Tribal Council that provides advisory and technical services to its 6 Treaty No. Six member First Nations located in North-eastern Alberta within Treaty Six Territory. TCV currently requires a Chief Executive Officer (CEO) to assure TCVI's relevance to the advisory and technical services delivery to its 6-member First Nation communities, the accomplishment of TCV's mission and vision, and the accountability of TCV to its Board of Chiefs and funders. In addition, the CEO will be responsible for the business aspect of the affordable housing initiative, existing office properties, and Tribal Chiefs Development LP.

Reporting to the Board of Directors, the Chief Executive Officer serves as chief executive of TCV to:

- ✓ Secure funding through proposals to all levels of government and other interested parties.
- ✓ Assume responsibility for management and day-to-day operations in accordance with the direction and policies provided by the Board.
- ✓ Provide direction and technician services/assistance to the Board as it carries out its governance functions.
- ✓ Provide position papers on current issues that may impact Treaty and inherent rights.

Requirements

1. As Chief Executive Officer, this individual demonstrates critical competencies in five broad categories: commitment to results, business integrity, leading change, motivating, and knowledge and expertise regarding First Nation matters.
 - a. Commitment to Results: The Chief Executive Officer is focused and goal driven. This individual identifies relevant information and helps transform this information into individual and organizational knowledge and learning through forums and workshops. The chief executive is action oriented and innovative. S/he translates broad goals into achievable steps. S/he anticipates and solves problems and takes advantage of opportunities, is a self-starter and team player.
 - b. Business Integrity: As TCV's leader, this position requires an individual with knowledge of and experience in management, business development, and administration. The position requires demonstrated experience in integrating and coordinating diverse areas of management.
 - i. Knowledge in the following areas is required: human services; finance and personnel; business development; oral and written communications; planning and evaluation; and governance.
 - ii. Experience in the field of profit and not-for-profit management, governance, and community relations is preferred. Some general knowledge of fund development is also preferred. A high level of personal skills is required to make formal, persuasive presentations in groups and to deal effectively with people from all segments.
 - iii. The individual must be comfortable with diversity and respectful of a wide range of faiths, beliefs and experiences.
 - c. Leading Change: The chief executive possesses the skills and implements the functions of a leader. S/he shares TCV's values, mission and vision. S/he consistently displays integrity, models behaviour, develops people, and builds teams. This individual deals effectively with demanding situations and designs and implements interventions.
 - d. Motivating: The chief executive manages continuity, change and transition. This individual knows how to influence and enable others.
 - e. Knowledge and Expertise Regarding First Nation Matters: The chief executive must possess the experience and understanding of First Nation issues, including Treaty and inherent rights, Indian Act, Indigenous Services Canada, First Nations Inuit Health Branch, First Nation organizations, First Nation

legislation, United Nation policies (UNDRIP), CANDRIP, and up-to-date knowledge of current issues affecting First Nations.

Qualifications

- Recognized degree in Management, Business, Finance or Law, or equivalent experience, with a minimum of five (5) years senior management experience.
- Extensive knowledge of First Nation values, culture, protocols, and relationships.
- Familiarity with federal and provincial programs, Treaties, Indian Act, United Nations policies, and up-to-date knowledge of current issues facing First Nations; and international awareness.
- Familiarity with business operations including but not limited to tenant leases and affordable housing.
- Strong administration, leadership and organizational skills.
- Excellent written and oral communication presentation skills, with the ability to simplify and explain complex planning concepts and issues, develop them and prepare proposals to all related parties.
- Experienced in diplomacy and excellent people management skills, building positive business relationships.
- Clear Criminal Records check and Drivers's Abstract.
- Ability to work under pressure and balance multiple priorities with discretion.
- Valid driver's licence, reliable transportation and ability to travel overnight as necessary.
- Ability to speak an Indigenous language is an asset.

Deadline

Interested candidates must submit a cover letter, resume, three references, and salary expectations by mail, fax or e-mail to the following address. This position will remain open until a suitable candidate is hired.

Mailing Address: Tribal Chiefs Ventures Inc.
17533 – 106 Avenue
Edmonton, AB T5S 1E7
Fax Number: (780) 483-1404
E-Mail: dlawrence@tcvi.ca

We wish to thank all candidates for their interest; however, only those candidates selected for an interview will be contacted.