

Leaders

INTERNATIONAL

Executive Search



Executive Director



BC FIRST NATIONS
HOUSING &
INFRASTRUCTURE
COUNCIL



The Organization

The First Nations Housing & Infrastructure Council (FNHIC-BC) was established the fall of 2017 to transfer the care and control of housing and infrastructure through the development and creation of a BC First Nations designed and led the Housing and Infrastructure Authority.

The FNHIC-BC is committed to transformational change by working with First Nation communities in designing and delivering their own services.

The FNHIC-BC acknowledges that the transfer of authority from Canada to a First Nations Authority will be disruptive and will require dedicated effort to inform and assist First Nations in the process. The FNHIC-BC's Navigating Change Policy and Methodology approaches change as a collective responsibility where the FNHIC-BC and BC First Nations establish a vision, in cooperation with federal government partners, and actively navigate the necessary changes to achieve that goal together.

The FNHIC-BC is currently on stage three of the [Engagement Process](#) to determine the needs and desires of First Nations communities by communicating with community members, government officials, housing professionals, and tribal councils. This shift from dependency on governments is a significant step towards First Nations' self-determination.

Learn about [Our Approach](#).

Mandate

As a step in the path towards Indigenous self-government, to manage the process to design and implement a First Nations controlled the Housing & Infrastructure Authority in British Columbia that will:

- Assume authority and control for First Nations housing and infrastructure program delivery in British Columbia; and
- Deliver associated housing and infrastructure services.

Vision

- **Self-Determination:** First Nations with full responsibility of their own housing and infrastructure
- **Transformation:** Improved housing and infrastructure services for First Nations across the housing the continuum from housing the homeless to creating financing mechanisms for people who want to design and build their own home
- **Institution-Building:** A First Nations designed and managed institution that uses cutting edge housing and infrastructure specialists from across the country and results in a thriving First Nations housing and infrastructure sector
- **No First Nation Left Behind:** Services that close the gap between housing opportunities in reserve and urban communities
- **Close the gap:** Services that close the gap between First Nations and the BC mainstream



How will the Authority Improve Housing & Infrastructure for First Nations?

- Developing a vibrant housing and infrastructure sector with lateral working relationships between First Nations
- Transforming housing and infrastructure from community liability to a valued asset
- Changing the paradigm from government dependency to First Nations autonomy
- Bringing First Nations housing and infrastructure into the mainstream housing and infrastructure sectors, building relationships across the globe
- Providing viable career paths for First Nations housing and infrastructure professionals
- Establishing new sources of revenues and new relationships with financial organizations; building new financial tools
- Developing housing and infrastructure-related businesses from construction to suppliers to social support services
- Creating rehabilitation and social housing programs that fit First Nations needs and are focused on opportunities for housing mobility
- Becoming a service entity that provides real, needed services that are connected to the communities
- Providing housing and infrastructure services that complement the community's integrity and culture
- Providing opportunities across the housing continuum
- Giving First Nations people real choices

The Role

The Executive Director is responsible for the successful leadership, management, and establishment of a First Nations Housing and Infrastructure Authority with the capacity to deliver programs, services, and initiatives which support the organization's vision and mandate and are aligned with the strategic direction set by the FNHIC-BC. It is also understood that this is a new position to transition from design and creation into a fully operational, governing Authority.

Primary Duties

The Executive Director is responsible and accountable for the ongoing institutional development of the Housing & Infrastructure Authority and management of the following organizational areas: Infrastructure development, programs and services, operations and administration, finance, human resources, and communications.

This includes, but is not limited to, development and management of the following:

- Annual Budget including reporting on quarterly financial statements
- Annual Operational Plan including reporting on monthly operations
- Organizational Chart including job descriptions for the current and future staffing compliment as well as contractors
- Communications & Engagement Strategies as part of an overall engagement and marketing plan
- Establishing operations at potentially various locations
- Policies and procedures that will guide and support the organization's human resource, financial and governance functions
- Lobbying and advocating for the organization on behalf of and as directed by the Board of Governors
- Provide timely appropriate reporting and support to the FNHIC-BC and to government funders to ensure the organization fulfills all its financial, legal, and ethical obligations

Key Responsibilities (cont.)

Leadership

- Participate with the FNHIC-BC in developing a living strategic plan to guide the organization
- Identify, assess, and inform the FNHIC-BC of internal and external issues that affect the organization
- Act as a professional advisor to the FNHIC-BC on all aspects of the organization's activities
- At the direction of the FNHIC-BC, act as a spokesperson for the organization and represent the organization at community, activities to enhance the organization's community profile
- Undertake official correspondence on behalf of the FNHIC-BC as appropriate and jointly with the FNHIC-BC when appropriate
- Identify key issues that may affect the organization and recommend and implement strategies to manage their impact
- Assist in the development of comprehensive policies and procedures and provide ongoing policy advice to the FNHIC-BC
- Provide support to the Council in its planning and evaluation activities

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction, vision, and mission of the organization
- Ensure that the operation of the organization meets the expectations of its members, the FNHIC-BC and Funders
- Oversee the efficient and effective day-to-day operation of the organization
- Recommend organizational changes that will enhance the organization's ability to effectively administer programs and services
- Draft policies for the consideration of the FNHIC-BC and prepare procedures to implement the organizational policies; review policies on an annual basis and recommend changes to the FNHIC-BC as appropriate
- Ensure that files are securely stored, and privacy/confidentiality is maintained
- Collaborate with stakeholder organizations to develop joint responses to emerging issues

Program and service planning and management

- Oversee the planning, implementation, and evaluation of the organization's operations
- Monitor the day-to-day activities of the organization to maintain or improve quality
- Ensure the organization is well positioned to administer housing and infrastructure programs and services
- Ensure appropriate evaluation strategies and outcome measures are in place

Human resources planning and management

- Determine staffing requirements for organizational management and recommend ways and means of meeting those requirements to the FNHIC-BC
- Oversee the implementation of the human resources policies, procedures, and practices including the development and maintenance of job descriptions for all staff and contractors
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation, regulations and the FNHIC-BC approved policies
- Ensure that all staff receive an orientation to the organization and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review



Key Responsibilities (cont.)

Risk management

- Identify and evaluate the risks to the organization's people (members, staff, management), property, finances, and image with the approval of the FNHIC-BC and implement measures to control risks
- Ensure the organization carries adequate and appropriate liability insurance coverage and assist board and staff to familiarize themselves with the parameters of the coverage.
- Oversee the administration of all external contracts and contractors including funding contracts, leases, services, contracts, and any other obligations of a legal and binding nature
- Ensure appropriate systems are in place to safeguard the physical assets of the society
- Ensure the integrity and continuity of the organization's information systems and data, including physical and cybersecurity
- Be responsible for the negotiation, development and application of all legal contracts involving the organization

Community relations, lobbying and advocacy

- Develop a strategy for communicating with members and stakeholders to keep them informed of the work of the organization and to identify changes that may impact the communities served by the organization
- Take an active part in professional, community, and/or other organizations and networks when such involvement will further the best interests of the organization, subject to approval by the FNHIC-BC
- Work closely with the FNHIC-BC President and Vice President regarding all media contacts to ensuring that the FNHIC-BC is informed in all media matters wherever possible
- Represent the FNHIC-BC at meetings and other events to advance the mandate of the organization as directed.

Financial planning and management

- Work with staff and the FNHIC-BC to prepare the annual operating budget
- Provide the FNHIC-BC Board and its appointed auditor with comprehensive, annual and quarterly financial reports on the revenues, expenditures, assets and liabilities of the organization



Working Conditions

The position will be primarily based in a fixed office location within a standard work week but may be required to travel to events in alternate locations and/or outside of normal working hours to accommodate meeting participation or representation of the organization.

Qualifications

- University degree in a related field and/or 10 years equivalent, cumulative experience
- Progressive management experience in the housing and infrastructure sector with an annual operating budget exceeding \$3 million
- Knowledge of excellent leadership and management principles as they relate to organizations in the housing and infrastructure sector
- An understanding and awareness of the housing and infrastructure needs of First Nations and the governance challenges faced by First Nations and their Leadership.
- Demonstrated experience and knowledge working with various levels of Government (federal, provincial and First Nation)
- Understanding of current housing and infrastructure policies and best practices
- Management skills directly related to human resources, financial and fiscal management and project

To Apply

This is an exciting leadership role that offers the exceptional opportunity to lead change in First Nations housing and support the First Nations Housing & Infrastructure Council grow their operations for further future success. For more details, please contact:

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To apply, please submit a Cover Letter and Resume directly to Leaders International outlining your interest, qualifications and experience by the application deadline of January 18, 2021.

Leaders International specializes in the recruitment of Board of Directors, leadership succession and executive level positions. Our global network, **Penrhyn International**, is a world leader in the executive recruitment industry, with more than 47 offices in over 25 countries on 5 continents.