

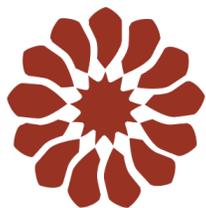
Leaders

INTERNATIONAL

Executive Search



Chief Administrative Officer



?AQ'AM

The Organization

ʔaǰam, formerly known as the St. Mary's Indian Band, is one of four communities that make up the Ktunaxa Nation Council in British Columbia, each with a Chief and Council of 5 members. Together, the Nation occupies lands adjacent to the Kootenay and Columbia Rivers and the Arrow Lakes of British Columbia and have done so for more than 10,000 years. However, the ʔaǰam Band has its own histories, geographies, and identities and operates as both a partner of the Ktunaxa Nation and as its own community.

For thousands of years the community has enjoyed the natural bounty of the land, seasonally migrating throughout its Traditional Territory to follow vegetation and hunting cycles, obtaining all food, medicine, and materials for shelter and clothing from nature. ʔaǰam's bountiful landscape includes the St. Eugene Golf Resort and Casino, a spectacular destination for getaways, vacations, conferences, and retreats. The resort is fully owned and operated by SEM Resort Limited Partnership, which is comprised of the four Bands within the Ktunaxa Nation, ʔakisǰnuk First Nation, ʔaǰam, Yaǰan Nuʔkiy (Lower Kootenay Indian Band), Yaǰit ʔa·knuǰi 'it (Tobacco Plains Indian Band) and Shuswap First Nation.

Vision

A vibrant, healthy community, speaking our language, governing effectively, and maximizing our lands and resources for the benefit of all living things and future generations, in a manner consistent with qanikitzi—our values and principles.

Mission

The ʔaǰam Administration works toward our community Vision, collaborating to provide quality programs and services to ʔaǰamnik.

Core Values of the ʔaǰam Community:

- Family;
- Unity and cooperation;
- Effective communication;
- Love and kindness;
- Respect;
- Safety and security;
- Inclusion;
- Education and learning;
- Healthy, balanced living;
- Pride in heritage, language, culture;
- ʔa·knumuǰtiʔiʔ (natural law); and
- Ktunaxa rights and title



The Opportunity

Reporting directly to the Council through the Chief Councillor, the Chief Administrative Officer (CAO) is a vital contributing member of ᐱᓄᓐ's executive leadership team. As the senior operations leader for the ᐱᓄᓐ, the CAO provides the leadership, strategy and vision necessary to ensure ᐱᓄᓐ has the required operational controls, administrative/reporting procedures, and the right people and systems to bring the Community Strategic Community Plan - **ka kniᓂwi-tiyaᓂa—Our Thinking** - to life. To facilitate the healthy, productive and well-planned management of the ᐱᓄᓐ, the CAO will lead, develop and implement operations and performance plans that align with the strategy.

In alignment with the strategy, vision, and goals of ᐱᓄᓐ, the CAO will provide oversight and guidance to approximately 60 staff across several departments including, Community Government, Community Health and Wellness, Operations Housing, Lands and Natural Resources, Education Services, Finance and Accounting, and Language and Culture.

The Chief Administrative Officer (CAO) is responsible for leading ᐱᓄᓐ's overall strategic direction and operations and is responsible for overseeing and directing all programs and services offered by the Organization, as well as administering the Organization's annual operating budget. This position is the primary liaison between Chief and Council and the Organization, implementing any Council directives or decisions. The CAO is also responsible for leading employees to achieve ᐱᓄᓐ's Vision and Values and monitoring organizational performance.

Key Responsibilities

Strategic Direction

- Participate in the updating of ᐱᓐᓐᓐ's strategic plan, overseeing its implementation and achievement, and ensuring alignment of individual department work plans and goals.
- Ensure that ᐱᓐᓐᓐ's Vision, Mission, and values are integrated into the day-to-day work environment and into operational planning.
- Oversee the development, implementation, and monitoring of the Organization's policies and procedures, in support of our overall strategic direction.
- Strong mentorship focus, passing on knowledge and growing current staff and community members to develop their skills.
- Work to advance efforts to achieve self-governance.

Chief and Council

- Maintain regular communication with Chief and Council on the Organization's activities and operations, including priorities, successes, opportunities for improvements, and discuss recommendations.
- Determine what information, presentations and requests are appropriate to bring forward to Chief and Council.
- Implement policy decisions of Chief and Council.
- Advise council of their role responsibilities and obligations and provide them with other relevant information necessary for them to make informed decisions related to ᐱᓐᓐᓐ.
- Sit on various committees and groups, representing the Organization.
- Act as the spokesperson on behalf of Chief and Council to the Community.
- Attend, contribute to, and support General Meetings with the Community.

External Relations

- Develop and maintain strategic relations with outside agencies and organizations including (but not limited to) the Ktunaxa Nation, the School District, Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC), Indigenous Services Canada (ISC), Local Municipalities, First Nation Market Housing Fund (FNMHF), etc.

Leadership and Operations

- Manage and provide leadership to all Directors/Senior Leadership Team, keeping apprised of day-to-day activities and oversee department work plans; ensure individual and departmental short and long-term objectives are achieved.
- Responsible for the overall management of the Organization's human resources. Ensure that departments have the capacity to achieve their goals.
- Maintain effective communication amongst all ᐱᓐᓐᓐ employees and ensure roles and responsibilities are clearly defined and understood.
- Responsible for the overall management of the Organization's finances, including the annual operating budget, and the oversight of funding provided to the Organization; ensure Directors are applying for funding and monitoring expenditures and submitting reports as required.
- Monitors compliance with any legal obligations including legislative, regulatory, program, and contractual obligations.
- Ensure organizational and financial risks are mitigated, seeking assistance and cooperation from external stakeholders when required.
- Maintain positive relations with Community Members on an ongoing basis, establishing trust and effective working relations.

Knowledge, Skills, and Abilities

- Extensive knowledge of intergenerational trauma, the effects of colonization and residential schools, and a trauma-informed workplace.
- Ability to be a true ally of the ʔaąamniik Community and the Ktunaxa Nation.
- Exceptional leadership skills.
- Ability to support and mentor others.
- Concise verbal and written communications skills.
- Strong interpersonal skills with ability to quickly build rapport and trust.
- Tactful and diplomatic with a high degree of integrity and ethics.
- A strategic and analytical thinker.
- Team-oriented.
- Exceptional organizational and time management skills.
- Excellent problem solving and conflict resolution skills. Ability to mediate competing priorities and opinions. Resolving complex conflict issues in a culturally appropriate manner.
- Ability to keep calm under pressure and ability to make decisions in a timely manner.
- Proficient with computers and possesses the ability to learn new programs quickly.
- Knowledge of applicable legislations and regulations.
- Strong understanding of human resources, and strategic planning.
- Knowledge of financial management practices and ability to seek funding, prepare proposals, manage budgets and work within limited funds.
- Extensive knowledge of First Nation band administration and Chief and Council relations.
- Extensive knowledge of Ktunaxa/Aboriginal people and Ktunaxa/Aboriginal culture.

Training, Education, and Experience

- Completion of post-secondary education in Public Administration or Business Administration or other relevant education.
- Minimum of 5 years' experience in a similar role at a Senior Level position, leading all operations for an organization, in a First Nations/Aboriginal environment.
- Previous experience working directly with a Chief and Council.
- Public speaking experience.
- Human Resources experience.
- Accounting or Finance experience.

Critical Success Factors

Our purpose is serving the ʔaąam Community and the Ktunaxa Nation overall. Therefore, anyone who joins the organization should have an understanding of ʔaąam and/or the Ktunaxa Nation. This understanding can be gained from being a member of the ʔaąam Community and/or the Ktunaxa Nation, being from ʔaąam or Ktunaxa ancestry, or from working with the Community and/or the Nation. If a person looking to join the ʔaąam Organization does not currently possess this understanding of the Community or Nation, they must demonstrate a genuine interest to learn more and immerse themselves in the culture to gain a greater understanding and be a true ally.



Location

The ʔaąam Community

The ʔaąam community is situated in the Rocky Mountain Trench, in the East Kootenay region in southeastern British Columbia. It rests alongside the St. Mary's River as it approaches the Kootenay River, with the Rocky Mountains to the east and the Purcell Mountains to the west. The Band is close to the centre of the Traditional Territory of the Ktunaxa Nation, which stretches over approximately 70,000 square kilometres within the Kootenay region and parts of Alberta, Montana, Washington, and Idaho. The community is just five kilometres from Cranbrook, the largest city in the East Kootenay, a short distance from the Canada-United States border. The ʔaąam community represents the largest Community by population of all Ktunaxa Nation Bands and the largest land base, occupying 18,420 acres or 7,461 hectares in total.

Cranbrook, British Columbia

The City of Cranbrook is located in southeastern BC between the Canadian Rockies and the Purcell Range of the Columbia Mountains. Entering the community, you see the surrounding magnitude of these mountain ranges. If flying in, your plane will land right at the Canadian Rockies International Airport. Neighbouring towns include Kimberley, Fernie, Invermere and Creston.

Cranbrook is a wonderful community, holding all the amenities needed within only seven minutes. There are several hiking and biking trails within a 10-minute drive from downtown, and its bountiful landscape includes many peaceful lakes, great river valleys, and golf courses. You are immersed in nature both inside and outside the city, where the city's history and culture are a sight as impressive as our wild spaces. With a population of about 20,000, Cranbrook is not only a great spot to soak in nature, but it is also a family-oriented town offering solitude to even the busiest of families.



Additional Information

This is an exciting leadership role that offers the unique opportunity to become immersed in the culture of one of the most tightly knit First Nations in British Columbia while helping them to grow their operations for further future success. For more details, please contact:

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To apply, please submit a PDF Cover Letter and Resume directly to Leaders International outlining your interest, qualifications and experience.

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