



**MIKISEW CREE**  
**FIRST NATION**

OPPORTUNITY PROFILE

**Chief Executive Officer**

## ABOUT MIKISEW CREE FIRST NATION

The Mikisew Cree First Nation (Mikisew) has lived on the ancestral lands of the Athabasca Delta and Wood Buffalo National Park in northeastern Alberta since time immemorial. The lives of our members are linked to the land and to a close understanding of traditions, history and a natural way of life. Many of our members live in the hamlet of Fort Chipewyan, and our traditional lands range over a large portion of Athabasca oil sands deposits.

For nearly 30 years, Mikisew Group, our wholly owned business arm, has worked toward the long-term, sustainable economic progress of our Nation and its members through employment and significant investments in education, training, social programs and infrastructure.

Our second major entity, the Mikisew Cree First Nation Government Industry Relations (GIR), was formed in 2001 to act as a liaison between resource developers, operators, government agencies and the community.

Please visit the Mikisew Cree First Nation website to learn more [www.mikisewcree.ca](http://www.mikisewcree.ca)

## THE OPPORTUNITY

Reporting to the Chief and Council, the Chief Executive Officer (CEO) is responsible for the administration and financial management of the Mikisew Cree First Nation (MCFN) office by providing leadership to dedicated and talented staff and overseeing the management of First Nation activities.

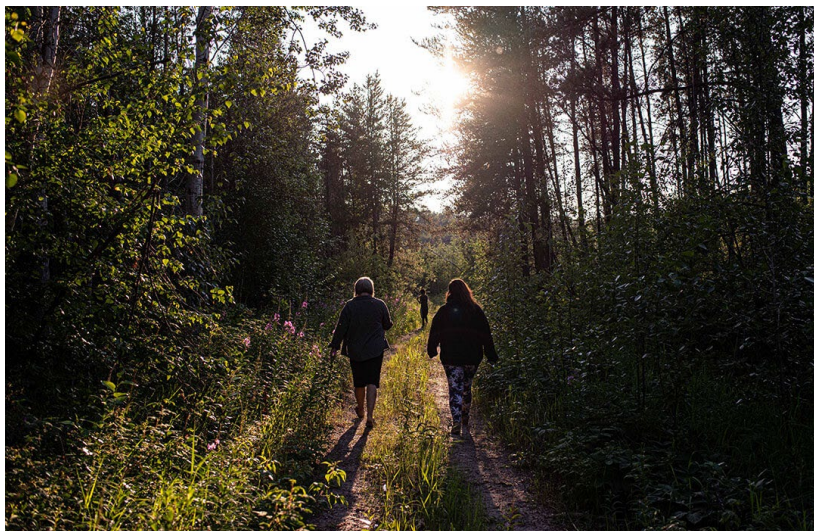
The CEO is a dynamic individual with proven leadership skills to support and direct staff in the successful delivery of programs and services for Mikisew Cree First Nation Membership in a fair and equitable manner. It is imperative to work closely with the Chief and Council and senior leadership to plan and implement short- and long-term plans, priorities and administrative practices that builds a strong community with an accountable and transparent government.



### KEY ROLES & RESPONSIBILITIES

- Strategic management of all operations, including implementing resolutions and directives of Chief and Council.
- Recommends initiatives within approved policies on all matters related to planning, organizing, and coordination of program areas and deliverables.
- Oversees the day-to-day operations including the management of all correspondence, delegating authority and concluding any internal negotiations or agreements.
- Coordinates the preparation of agendas and notices, facilities, and reports for meetings of the Chief and Council.
- Assists in planning, development and implementation of innovative programming, problem solving and community involvement projects.
- Represents the Chief and Council at public functions and other stakeholder meetings and ensures that relevant information is communicated to Chief and Council.

- Develops trustworthy working relationships with MCFN Members, affiliated groups, other First Nations organizations, and government officials.
- Responds to inquiries and investigate complaints from MCFN members and offer resolutions.
- Responsible for the co-ordination of financial information including annual submissions, allocation of expenses, reporting conditions to funding sources, and the preparation of the annual audit.
- Develops and monitors a detailed annual provisional budget and reports to Chief and Council regarding budget updates and other business. Provide managers with regular expenditure reports to ensure accountability.



## THE PERSON

### QUALIFICATIONS & EDUCATION REQUIREMENTS

- A bachelor's degree in Business Administration or Management.
- A minimum of 4 years working with First Nations organizations in a management role.
- Solid understanding of project management principles and accounting/financial management combined with people management in a First Nations Government environment.
- Must have an understanding and knowledge of First Nation processes and issues relating to First Nations programs; funding mechanisms, and a working knowledge to conduct successful business within these areas.
- Proficient in Microsoft Word, Excel, and databases preferably in a network environment.
- Proven experience in strategic planning, financial management, and managing human resources effectively in complex environment.
- Inspirational leadership with effective coaching and management skills. Able to motivate teams and create a culture where employees are engaged to achieve common goals.
- Strong negotiation, conflict resolution and problem-solving skills.
- Effective business writing background with specific ability to compile funding proposals. Strong communicator (both verbal and written) with charismatic presentation style.
- Demonstrates sound judgement, analytical and decision-making skills.
- Valid class 5 driver's licence and a current clear criminal record check.
- Knowledge of Woodland Cree culture and traditions and Woodland Cree language is desirable, but not required.

## KNOWLEDGE, SKILLS & ATTRIBUTES

**Humility:** A humble leader who treats others with respect regardless of their position, role or title. A hard worker with a strong willingness to pitch in to support the team. Effective at building positive relationships with staff and partnerships with stakeholders at all levels. Assertive, if required, without being aggressive. Values empowerment over micromanagement. Tactful and diplomatic.

**Visionary Leadership:** Focused, strong organizational and time management skills to effectively manage multiple priorities and projects. Energetic and adaptable to new and changing situations. Acts as a servant leader who fosters positive relationships across different departments with various stakeholders. Sees and acts on immediate issues without losing sight of the long-term goals and objectives. An innovative and strategic thinker and planner, who can translate goals into an action plan. A coach and team builder—identifies and mentors future leaders. Models and fosters a proactive and results-oriented operating style with a strong client-service focus.



**Financial Management:** Proven ability to work in a fiscal environment of growth with a significant number of financial transactions. Timely and efficient in all budgeting, financing, and information reporting.

**Operational Management:** Clear focus on strategic planning and the ensuing design, implementation, and improvement of operational processes and procedures. Drives the monitoring of systems and procedures internally and shares knowledge with others. Ability to respect political needs and direction, while maintaining independent decision-making with sound judgment.

**Politically Astute:** Able to build on existing relationships and manage change with an awareness of stakeholder motivations and interests. Able to be discreet.

**Cultural Sensitivity:** Able to work in a culturally diverse environment in a respectful manner and willing to attend cultural training sessions.

**Proactive and Results-Oriented:** Able to focus initiatives and activities toward objectives of the Council and execute with minimal deviations from time and cost. Establish processes to measure levels of success, growth, and revisions. Able to explain problems and come up with solutions.

**Organization and Planning:** Able to identify, evaluate, and develop actions needed to reach goals. Ability to recognize emerging issues through environmental scanning and objective rationale. Create, collaborate, and execute business and corporate initiatives on time and on budget. Strong problem solving and analytical skills with a commitment to teamwork and collaboration.

**Communication Skills:** Possess excellent communication skills (verbal and written) and express thoughts in an organized and concise manner. Actively listens to the issues of others in a manner that fosters cooperation and support. Develops and delivers effective presentations. Has the ability to present information and ideas to diverse groups ranging from staff to the executive.

**Professional Team Player:** Honest and open to working with others and can build, develop and maintain relationships. Diplomatic and tactful. Demonstrates sound judgement and common sense.

**Committed to Personal Development:** Seeks ways to stay current and committed to learning. Self-motivated and self-directed and able to work independently with a proactive approach.

## COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

## FOR INFORMATION, PLEASE CONTACT

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