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GITGAAT DEVELOPMENT CORPORATION | CHIEF EXECUTIVE OFFICER

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THE NATION AND REGION

GITGA'AT FIRST NATION | HARTLEY BAY

The Gitga'at First Nation is based in Txalgiuw (Hartley Bay) where the community has existed for millennia in the lands and waters of the area. Approximately 130 members currently live in Hartley Bay with other members residing in other BC cities such as Prince Rupert, Terrace, Vancouver Island, and Vancouver.

Gitk'a'ata Territory is the ceremonial and political foundation of the Gitga'at First Nation. Historically, the nation has had very close ties to the lands and waters of their territory. An example of this is seasonal food gathering where members who live elsewhere return home to join their family for harvest.

Within the territory, several sites are spiritually enriched by the traces of ancestors. These locations include petroglyphs, burial sites, shell middens, culturally modified trees, and other important historical and/or archaeological sites. An important part of Gitga'at culture is connecting with their ancestors and cultural heritage, and these sites are one way to do that.

For governance and administration, the Nation has a fully elected band council, but the foundation of social and ceremonial power in the community is derived from customary structure.



THE ORGANIZATION

GITGA'AT DEVELOPMENT CORPORATION

Since time immemorial, the Gitga'at First Nation has been preserving its culture and language and practicing resource management according to traditional ways. Their stories, or Adaawx, serve as reminders of Gitga'at cultural heritage and responsibilities to the community and territory, including its land and marine resources.

Gitga'at Development Corporation (GDC) currently has businesses within its portfolio from a variety of sectors, including forestry, marine services, real estate, and consumer services. Their partners have businesses in other industrial sectors ranging from civil, mechanical, and electrical construction to environmental monitoring. Investors and prospective joint venture partners work with GDC to move projects forward. GDC provides guidance on maximizing the impact of projects on the community while ensuring it fits with their criteria for sustainability. The GDC is interested in partnering with leading companies at the top of their industry that want to pursue sustainable economic growth and resource harvesting. Whether a prospective partner wants to pursue an initiative within Gitga'at territory or nearby, the GDC can provide project management and consultation services. These services help ensure that any projects align with requirements for environmental sustainability.

GDC aims to use the regional advantages of The Nation's location and natural and human resources to enable economic growth that benefits the community. These initiatives often require investment from partners who share their values, and GDC actively builds long-term business relationships with these types of partners, investors, and organizations. The Gitga'at Nation is committed to the health and preservation of its land and waters. The abundance of natural resources in Gitga'at territory is closely tied to the wellbeing of its people. As stewards of their territory, the community continues to protect its resources using a combination of ancient ways and modern methods backed by science.

To learn more, please visit Gitga'at Development Corporation's [website](#)



THE OPPORTUNITY CHIEF EXECUTIVE OFFICER

Reporting to the Board of Directors, the Gitga'at Development Corporation (GDC) Chief Executive Officer (CEO) is responsible for growing revenues and developing a clear sense of direction for the GDC and its related businesses. The CEO is responsible for defining, communicating, and overseeing the Corporation's mission, goals, operating principles, and strategic actions. Actions and decisions in this position are far reaching, complex and have high impact on the success of the Gitga'at First Nations's economic development, business operations, revenue, and opportunities for the future of the Gitga'at First Nation community and its members.

This position is the most senior management position in the Corporation, with responsibility for:

- The oversight of the business including its strategic direction, preparation of agendas and background information for Board meetings and Executive Committee meetings, development of annual work plans and related capital and operating budgets, development of operational policies and procedures, day-to-day operations management, human resources recruitment and management and budget and financial oversight and monitoring;
- Market analysis and opportunity identification in relation to the mission of the Corporation;
- Overall management of the seven staff employed by the Corporation;
- Oversight of planning, design and implementation of projects and programs within the mandate for the Corporation;
- Communications and marketing for the purpose of business development.



Key Responsibilities:

Strategy Development, Planning and Reporting

- Formulating and updating the business plan and future strategies, policies and procedures for the Corporation and bringing them to the Board for input, consideration and decision as to ratification;
- Ensuring that strong strategic and annual planning processes are in place to produce an effective budget and plans for Board approval;
- Seeking out and developing opportunities in relation to the Corporation realizing the full potential of its mission as articulated in its Strategic Plan, and presenting, economic development activity such as land development, and management or such opportunities to the Board for consideration and decision;
- Ensuring that all financial and non-financial reporting requirements are met on a timely and accurate basis; and
- Ensuring that reports to the Board are always transparent.

Relationship Management

- Developing and maintaining effective strategic relationships and networks with key stakeholders including the GDC community shareholders, government agencies, business owners, contractors, customers, potential customers, partners, suppliers, residents and the broader community in relation to their interests in the Corporation;
- Ensuring transitional evolution between the entities with Gitga'at Chief Executive Officer, concerning Asset management, Land issues, Gitga'at employees on assignment and related matters;
- Examining and recommending where appropriate creative partnerships with private and public entities in support of projects that will assist in the Corporation in fulfilling its mission and objectives;
- Promote the profile of the GDC as a respected, professionally-run business organization.



Operational Management

- Scheduling and coordinating Board meetings, preparing agendas, information and reports for consideration and decision by the Board, and ensuring the completion and retention of minutes of Board meetings;
- Ensuring that the operation of the Corporation is in compliance with all appropriate internal policies as approved by the Board, and are not contrary to Band policies, bylaws, and relevant government legislation and regulation;
- Preparing an annual performance management plan for approval by the Board;
- Analyzing, preparing reports, presenting information and recommendations and ensuring the timely completion of all activities within the mandate of the Corporation;
- Works closely with financial expectations and oversees Finance Manager responsibilities;
- Implementing the decisions of the Board in an efficient and effective manner;
- Ensuring the day to day operations of the GDC are effectively and efficiently coordinated, implemented and conducted within the policy and procedure framework approved by the Board;
- Implementing stringent project management processes to ensure the timely, cost effective and profitable development and completion of projects;
- Maintaining effective working relationships with the Board of Directors;
- Ensuring the development and implementation of personnel policies;
- Determine limitations of authority for employees of the GDC in respect to expenditures.



Staff and Contractor Management and Leadership

- Building and maintaining a high performance culture through effective performance management, communication and coaching of staff consistent with the GDC mission;
- Ensuring the recruitment of appropriately skilled staff to all positions and establishing appropriate remuneration levels and performance based conditions for each employee of the Corporation within the framework approved by the Board.
- Establish performance management plans with employees of the Corporation and undertake performance reviews, recommend salary and benefit changes, promotions and dismissals as appropriate within the authority of the position as established by the Board; and Other similar responsibilities to ensure the effective day to day operation of the Corporation.
- Establish policies and procedures for Board approval in relation to consultants and contractors being retained, and exercise appropriate controls to ensure that their use is managed cost effectively;

Financial Management

- Prepare and present an annual budget to the Board for approval complete with all supporting background information and documentation; and
- Establish financial controls in relation to undertaking and monitoring the activities of the Corporation against the approved budget and provide monthly (or more frequently, as necessary) reports to the Board on the performance of the Corporation against the approved budget including reasons for positive and negative variances.



Job Knowledge:

The work requires the following knowledge, skill and/or abilities:

- Significant and proven leadership skills developed through at least 10 years in a senior management role and an additional 5 years of experience related to economic development activity such as land and building development, natural resource economics, regional and land use planning, environmental impact assessment;
- Extensive knowledge of the rights of Indigenous Peoples and knowledge of their inherent constitutionally protected title and rights including the right to economic prosperity, preservation and development of lands and resources for maximum social, economic, and environmental benefit;
- Expert knowledge in public policy;
- Expert knowledge of business operations, asset management, marketing, finance and business processes related to economic development activities;
- An understanding for aboriginal Indigenous communities, and applicable law and regulations, and knowledge in dealings with government and/or in political environments;
- Proven ability to build effective relationships with external stakeholders and collaborative ventures with diverse constituents;
- The ability to foster a healthy organization culture, encourage teamwork and collaboration, inspire and motivate high performance and effectively resolve conflict;
- Post secondary degree in a field like Business, Land Use Planning and Management and Development considered an asset;
- Excellent Communication and Presentation Skills.



Competencies and Personal Characteristics

Leadership – Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Strategic – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Influential and Collaborative – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas; designs and implements new or cutting-edge programs/processes.

Effective Working Relationships – Treats colleagues, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

People Development – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.

Stakeholder Focused – Anticipates and attends to the needs of internal and external stakeholders of the organization; keeps stakeholder interests in the forefront.



COMPENSATION

A competitive compensation package will be provided including an attractive target base salary of \$150K, bonus, and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

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