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## OPPORTUNITY PROFILE CHIEF OPERATING OFFICER



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# CALDWELL FIRST NATION | CHIEF OPERATING OFFICER

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## THE ORGANIZATION

## CALDWELL FIRST NATION

Caldwell First Nation (CFN) is a vibrant and growing Anishinaabe community of the Three Fires Confederacy, located within the municipality of Leamington, ON. With ~500 band members and a 200-acre reserve, the Nation has deep cultural and historical ties to the Point Pelee region. CFN continues to build its governance, community services, and organizational capacity to support long-term growth and self-determination.

In recent years, the Nation has made meaningful progress in strengthening housing, infrastructure, and community development. New homes and essential services have been established to support members living on reserve, while community infrastructure projects continue to enhance quality of life. These developments reflect CFN's commitment to building a strong, sustainable foundation for future generations.



Economic development has become a key priority for CFN, expanding its involvement in community-owned enterprises. Ownership of a gas station, marina, and other ventures helps create employment, generate revenue, and advance economic independence. By leveraging its land base, partnerships, and strategic location, CFN is actively shaping a prosperous future that aligns with its cultural values and long-term vision.

To learn more, please visit Caldwell First Nation's [website](#).

## THE OPPORTUNITY

## CHIEF OPERATING OFFICER

The Chief Operating Officer (COO) will oversee the Nation's internal operations, governance coordination, and the delivery of high-quality services and programs to members. This role requires strong experience in organizational leadership, human resource management, financial oversight, and community relations. The COO works in close collaboration with the Chief Executive Officer, who oversees the Finance, Consultation, and Environment departments.

This is an outstanding opportunity for a dedicated operations leader to take a growing Nation to the next level. With an emphasis on building culture and accountability across the organization, the COO should work across the organization to create effective processes that enable smooth operations, and ultimately success, growth, and sustainability. There are many exciting projects on the go at CFN, and the COO should work closely with the CEO and the leadership team to ensure effective implementation.



### Key Responsibilities

The COO will take a hands-on leadership role in overseeing several key departments and programs, supporting administrative functions, and enhancing service delivery. The responsibilities outlined below reflect the breadth of this leadership position and its focus on operational effectiveness, financial stewardship, and community well-being.

### Departmental Oversight

Provide leadership and strategic oversight to the following departments:

- Human Resources
- Health
- Administrative Services





- Housing
- Circle of Care
- Band Representative Services
- Cultural Department

### **Budgeting and Financial Management**

The COO is expected to manage departmental budgets and ensure financial accountability across all operational areas. This includes the ability to develop, monitor, and report on budgets to ensure that financial decisions align with Council priorities, funding agreements, and the Nation's long-term strategic plans.

- Skilled in budget development, review, and monitoring;
- Proficient in using TPON and TPAR for program and funding tracking; and
- Ensure departmental alignment with financial planning and reporting cycles.

### **Organizational Leadership**

As a key leader within the organization, the COO will provide structure and direction to staff, implement effective systems of accountability, and build internal capacity. The successful candidate will have experience managing organizational design, overseeing reporting lines, and ensuring that departments work



collaboratively while maintaining clear mandates and responsibilities.

- Manage internal structure and workflows across departments;
- Promote cross-departmental coordination and accountability; and
- Ensure clarity of roles and responsibilities for efficient service delivery.

### **Governance Coordination**

The COO will support Chief and Council by managing internal governance functions such as meeting preparation, agenda coordination, follow-up on decisions, and supporting the implementation of policies and Council directives. The COO plays a crucial role in ensuring that operational work aligns with governance structures and that communication between administration and leadership remains clear and timely.

- Support Chief and Council with meeting preparation, agenda development, and internal reporting; and
- Assist in policy implementation and strategic planning.

### **Community Engagement**

The COO will serve as a senior representative of administration in engaging with members of Caldwell First Nation. This includes building trust through open communication, responding to concerns, and ensuring that the Nation's programs and services are informed by member input. Experience in community liaison work is essential to fostering transparency and mutual accountability.

- Maintain strong relationships with community members through active listening, responsiveness, and inclusive practices; and
- Ensure services are aligned with community needs and values.

### **Health and Wellness**





The COO will provide oversight for health and wellness programming, working closely with the Health Department and Circle of Care team to ensure the delivery of culturally appropriate and accessible health services. Experience in community-based health and wellness program development is an asset in this role.

- Provide oversight and support for health and wellness programming; and
- Collaborate with partners to improve service delivery and member well-being.

### Capital Asset Planning

The COO will lead capital planning efforts related to housing, infrastructure, and asset management. This includes oversight of long-term maintenance plans, coordination with external consultants, and ensuring the sustainability and strategic use of physical assets to support community priorities.

- Provide leadership on capital planning, asset management, and infrastructure projects; and
- Work closely with technical staff and consultants to support long-term infrastructure goals.

### Regulatory and HR Compliance

The COO is responsible for ensuring compliance with applicable legislation, including the Canada Labour Code, and for upholding HR best practices within the Nation. The role requires a strong foundation in human resource management and labour relations to support a healthy and legally compliant workplace.

- Ensure compliance with applicable legislation including the Canada Labour Code; and
- Possess demonstrated knowledge and/or formal training in Human Resources or Labour Relations.

## THE PERSON

The COO should be a mission-driven leader with the vision and capacity to strengthen and expand CFN's administrative and operational foundation. This individual will build upon the strong groundwork established by community leadership and staff, developing systems, programs, and resources that enhance service delivery and support the Nation's long-term goals. With an inclusive and collaborative leadership style, the COO fosters engagement by cultivating a cohesive team environment and leveraging the talent and expertise across all departments. The ideal candidate will be an effective communicator, relationship-builder, and advocate, capable of representing CFN with professionalism, determination, and cultural sensitivity while advancing initiatives that support the Nation's strategic priorities and community well-being.



## Qualifications

The ideal candidate will bring senior-level experience in operational leadership, financial management, and organizational coordination, preferably within a First Nation setting. A post-secondary degree in public administration, business, or human resources is considered an asset. The candidate must demonstrate a commitment to community engagement, cultural safety, and ethical leadership.

- 5+ years of experience in a senior operations or leadership role, preferably within a First Nation context;
- Strong understanding of First Nation governance, program delivery, and community dynamics;
- Demonstrated experience in financial management, HR oversight, and departmental coordination;
- Knowledge of Capital Asset Management, infrastructure development, and wellness programming;
- Skilled in community liaison and public engagement;
- Formal education in Public Administration, Human Resources, or a related field is considered an asset;
- Training or certification in Human Resources or Canada Labour Code compliance is preferred; and
- Must be comfortable working in-person and committed to community-based leadership.





## 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.

**Partner Focused** – Anticipates and attends to the needs of internal and external partners of CFN; keeps member interests in the forefront.



## 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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