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OPPORTUNITY PROFILE CHIEF ADMINISTRATIVE OFFICER



LAX KW'ALAAMS BAND

the right people

LAX KW'ALAAMS FIRST NATION | CHIEF ADMINISTRATIVE OFFICER

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THE ORGANIZATION

LAX KW'ALAAMS FIRST NATION

Lax Kw'alaams is a Tsimshian community located on the northwest coast of British Columbia, approximately 30 kilometres north of Prince Rupert. The community of Lax Kw'alaams sits on the traditional territory of the Nine Allied Tribes, a historical alliance of Tsimshian tribes, and has long served as a central gathering and trading place. The name “Lax Kw'alaams” translates to “place of wild roses,” reflecting the deep cultural and geographic connection between the people and their main community, lands, and waters.

As one of the largest First Nations in BC, Lax Kw'alaams has a rich history grounded in marine harvesting, trade, and stewardship of the coastal environment. Fishing, particularly salmon, halibut, and shellfish, has historically been central to the Nation's economy and culture, alongside forestry and other marine-based industries. Governance is carried out by an elected Mayor and Council, working alongside hereditary leadership structures that continue to play an important cultural and social role within the community.

Today, Lax Kw'alaams is actively engaged in economic development, environmental stewardship, and rights and title initiatives throughout its traditional territory. Lax Kw'alaams participates in major resource and infrastructure discussions across the North Coast and is committed to advancing opportunities that support long-term prosperity while protecting its lands, waters, and cultural heritage. Through partnerships, negotiations, and community-led planning, Lax Kw'alaams continues to assert its role as a key government, commercial partner, and rights-holders in the region.

To learn more, please visit Lax Kw'alaams Band's [website](#).

THE OPPORTUNITY

CHIEF ADMINISTRATIVE OFFICER

Lax Kw'alaams is seeking a dynamic and strategic Chief Administrative Officer ("CAO") to lead the First Nation's long-term growth, governance, and economic development. They will be responsible for high-level decision-making, external relations, and ensuring that the Nation's strategic and policy vision aligns with its economic, business, legal, and governance priorities. This role will serve as the primary representative in negotiations, partnerships, and external affairs while supporting Mayor and Council in strategic decision-making.

This is an outstanding opportunity for a hands-on leader to take a large, dynamic Indigenous government to the next level. With an emphasis on building culture and accountability across the organization, the CAO should work closely with Mayor, Council, and the department leaders to create effective policies and processes for long-term success and sustainability. There are many exciting projects on the go at Lax Kw'alaams, and the CAO should have the drive, business acumen, and community focus to ensure optimum results for the Nation.



Key Responsibilities

Organizational Leadership and Administration

- Provide leadership and direction for the day-to-day operations of the Band administration.
- Implement Council decisions, policies, and strategic priorities.
- Oversee and supervise all Band officers, department directors, managers, and employees.
- Ensure programs and services are delivered efficiently and in alignment with Band priorities.
- Maintain an effective organizational structure and clear reporting relationships.



Strategic Planning and Governance Support

- Facilitate strategic planning processes with Council and senior staff.
- Support Council in developing long-term goals, operational plans, and community priorities.
- Provide professional advice and recommendations to Mayor and Council on administrative, operational, and policy matters.
- Ensure all administrative activities comply with the Band's governance policies, Financial Administration Law, and applicable regulations.

Human Resources Management

- Develop and recommend human resources policies and procedures to Council.
- Hire employees and establish employment terms and conditions within Council-approved budgets.
- Oversee recruitment, performance management, discipline, and termination processes; promote a positive, respectful, and productive workplace culture.
- Approve pay increases and compensation adjustments in accordance with HR policies.
- Ensure job descriptions and organizational roles are maintained and updated.

Financial Management and Accountability

- Oversee the development of the annual budget, multi-year financial plan, and capital budgets.
- Monitor financial performance and ensure expenditures remain within approved budgets.
- Review financial reports and ensure appropriate financial controls are in place.
- Identify, assess, and report financial risks and fraud risks to Council.
- Ensure compliance with financial administration policies and accounting standards.



Policy Development and Implementation

- Develop administrative policies and procedures for Council review and approval.
- Ensure approved policies and procedures are communicated to staff and implemented effectively.
- Maintain systems to ensure policies are reviewed and updated regularly.

Delegation and Organizational Oversight

- Establish an authorization and delegation framework for administrative and financial decision-making.
- Ensure delegated authorities are clearly documented and aligned with the organizational structure.
- Monitor delegated responsibilities and recommend updates to Council when necessary.

Contract and Asset Management

- Oversee the administration of Band contracts and agreements.
- Ensure procurement and contract management comply with Band policies and legislation.
- Maintain oversight of Band infrastructure and ensure proper asset management systems are in place.

Reporting and Communication

- Report to Mayor and Council on operational performance, financial status, and organizational issues.
- Provide regular updates and recommendations on policy, administration, and risk management matters.
- Communicate Council decisions and priorities to staff and ensure effective implementation.

Authority and Decision-Making

The CAO exercises administrative authority as delegated by Council and in accordance with Band policies. This includes approval authority for certain expenditures, contracts, staffing decisions, and operational matters within established limits.

THE PERSON

The CAO should be an inspiring, visionary leader who can guide the Nation's strategic direction while ensuring operational excellence and community-centered decision-making. Building on the strong foundation established by leadership, staff, and community partners, the CAO will advance programs, initiatives, and organizational structures that strengthen self-governance, economic development, and service delivery for members. With a values-driven, inclusive, and collaborative leadership approach, the CAO unites teams, fosters strong relationships, and empowers departments to perform at their highest level. The ideal candidate is an exceptional communicator and representative of the Nation-skilled in advocacy, partnership-building, and navigating complex intergovernmental and stakeholder environments-while leading with cultural humility, integrity, and a steadfast commitment to the Nation's long-term vision and prosperity.



Qualifications

- Extensive leadership experience in Indigenous governance, economic and policy development, strategic planning, and / or corporate management;
- Strong negotiation skills with experience in government relations and partnerships;
- Understanding of financial administration, strategic planning, and Indigenous law-making;
- Excellent communication and leadership abilities to guide senior management and community initiatives;
- A university degree in Business Administration or Finance is considered an asset.



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 partnerships, obtaining partner group 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.

Member Focused – Anticipates and attends to the needs of partners of the organization; keeps member interests in the forefront.



COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. The salary range is \$175,000—\$190,000. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

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