



EXECUTIVE DIRECTOR JOB POSTING

The Organization

Highbridge Human Capital is delighted to be working with the Adams Lake Band in the search for an exceptionally talented individual to lead and manage programs and departments as the Executive Director. The Adams Lake Indian Band (ALIB) belongs to the Secwepemc Nation. ALIB is a member of the Shuswap Nation Tribal Council (SNTC); which consists of nine Secwepemc Bands. The Adams Lake Executive Director heads the administration of programs that span Finance, Health, Social Development, Housing, Education, Public Works, and Economic growth and Development.

The Adams Lake Indian Band Office strives to provide services for band members, consistent with the band's vision and mission. The Chief and Council provide the political leadership and guidance to the Executive Director and managers, regarding programs and services for the benefit of community members.

Over the past decades, ALIB has grown tremendously, which has driven the charge for significant changes within the community. The band has developed new tools to deliver services in a changing world, which has resulted in greater and more varied opportunities to create and advance band programs, develop economic initiatives, and to provide meaningful employment to more individuals and families.

Job Summary: A Day in the life of our Executive Director

Reporting to and under the supervision and support provided by Adams Lake Band (ALB) Chief & Council, the Executive Director is responsible for the delivery of all programs and services and will ensure that all operations are conducted in a respectful and responsible way. They will ensure all decisions and actions meet the relevant legislation, policies, and procedures that govern ALB and any other Laws enacted by the ALB Council from time to time.

The Executive Director will lead according to the vision, objectives and strategic direction set by Chief and Council and translate this vision into a workable reality. The Administrator will act as a transformer, strategist and mentor and will have a diverse range of capabilities that span leadership, governance, operations, administration, and community relations. As the Band Administrator, you will:

- Attend all Band Council meetings and oversee the preparation of agenda, information and resources for Council Meetings for Council Members.
- Facilitate the exchange of information between Band Council, employees, and Band Members.
- Work with Council to develop a strategic plan.
- Report in a timely manner all administration activities to the Chief and Council's Administration Portfolio Holders.
- Provide leadership and advice to Chief and Council in the management of the



- financial affairs of ALB.
- Monitor purchasing, tendering and other financial transactions.
 - Be responsible for the preparation of the annual operating and capital budgets and workplans for all departments including staffing requirements.
 - Provide oversight in the development of proposals for funding, review proposals for accuracy of budget, and ongoing management of funding agreements resulting from approved proposals including reporting requirements.
 - Establish and ensure internal financial controls are in place.
 - You are responsible for adherence to the ALB Human Resource Policy and for all staffing actions by all Departments providing programs and services to ALB
 - Address performance issues and acts as coach and mentor to develop employees.
 - Facilitate / support the development of the team involving all Program Managers and staff.
 - Administer all employee benefit programs with conjunction with the Finance Department.
 - Oversee the central HR Administration.
 - Be responsible for completion of employee performance evaluations for probationary and annual evaluations including a training and development plan.
 - Manage the planning, implementation and evaluation of the organization's programs and services.
 - Establish systems and checks to ensure the security of facilities and equipment; works with team to create recovery plans for possible disaster scenarios.
 - Oversee the development and management of all formal financial, physical, community, capital, human resource management and department/program plans for ALB.
 - Oversees the evaluation of ALB programs and services to ensure the programs and services are meeting the needs of the ALB Community.
 - Ensure that all Members of ALB have an understanding/knowledge of the programs, services and opportunities delivered by ALB Administration.
 - Attend General and special Band Meetings and other community meetings as required by Chief and Council.
 - The Executive Director must ensure that anyone conducting business or programs in the community are responsible to the Band policies and procedures, and Band and community members.
 - Monitor and review all documents/hearings/initiatives that will have a direct impact on ALB and Administration.
 - Oversee the day-to-day management of the general administration affairs of the ALB.

ABOUT YOU - Basic Qualifications

- Bachelor's Degree in Business Administration, Entrepreneurship, Economic Development, or related field, or combination of relative experience and post-secondary education.
- Masters degree in Business or related field a plus.
- 10+ years' of progressively responsible senior management experience
- Experience working with and helping elevate in indigenous communities a must.



- Proven track record of building strong partnerships with key stakeholders including Chief and Council, band membership, and employees.
- Class 5 Drivers License

Skills, Knowledge & Abilities - What you bring to the role:

- Relationship Building - Develops strong, cooperative relationships with internal and external partners, clients and colleagues to build long term relationships that foster collaboration and partnership
- Leadership & Teambuilding - Sets an example and a direction for others by acting as a role model and inspiring a positive attitude toward work, motivating others toward vision and goal achievement. Coaches for employee development and provides purposeful feedback for improved performance
- Strategic Performance - Contributes to the organization's strategic performance by linking long-range vision and mission to the daily work, developing individual and/or group goals, aligning goals with organization objectives and building commitment of staff to this direction
- Financial Impact - Delivers on financial results by budgeting resources responsibly, analyzing data, recognizing trends and patterns and synthesizing financial data into meaningful terms.
- Analytical Thinking - Observes identifies and organizes information to detect underlying issues.

What makes you great:

- Demonstrated leadership skills and experience with ability to develop team and team capabilities.
- Ability to work collaboratively with the leadership team in the establishment of goals, strategy, preparation of budgets and funding proposals.
- Ability to see the big picture and think strategically including understanding financial data and forecasting trends and issues.
- Ability to work independently and build effective interpersonal relationships
- Have good public and interpersonal relations skills.
- Ability to negotiate contracts and write clear and convincing proposals.
- Good knowledge of project management.
- Capability to identify opportunities, establish goals and implement an action plan.
- Ability to organize complex projects, establish priorities, and follow-up in a timely manner.
- Ability to make decisions that improve the management of resources
- Capacity to adapt to unexpected circumstances and work under pressure.
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level
- Self-driven, enthusiastic, tactful and diplomatic.

What we will provide:

- Full-time permanent role



- Competitive compensation package
- A great work culture and environment

Interested applicants please direct cover letter and resumes to:

recruiting@hbccanada.com

6453 Hillcrest Road or PO Box 588, Chase, BC, V0E 1M0

Deadline for applications: Open until filled. Posted on June 28th, 2022

NOTE: Only those applicants under consideration will be contacted. Please accept our utmost appreciation for your interest. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.