

JOB DESCRIPTION

CHIEF OPERATING OFFICER

REPORTS TO: Chief Executive Officer

LOCATION: Fully remote. Travel to sites will be required.

HOURS: Full-time, 35 hours per week. The schedule varies based on needs.

Position Overview

The Chief Operating Officer (COO) directly supports the Chief Executive Officer (CEO) and the Board of Directors to implement K'ómoks Economic Development Corporation's (KEDC) strategic and operational plans. This position, in conjunction with the CEO and the Financial Officer (FO), develops and implements the long-term strategies and operational plans for KEDC and its businesses and supports the implementation of the Board's vision and priorities. The COO is responsible for providing leadership, direction, and oversight for the development of KEDC's operational and business delivery strategies to maintain KEDC's position towards advancing economic development for the Nation. This position is an integral member of the KEDC team and is expected to follow KEDC processes and reflect KEDC's values.

Key Responsibilities

Organizational Leadership:

- Provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides KEDC's mission
- Organize, motivate, and mentor internal managers to strategically grow businesses and effectively fulfill KEDC's mission
- Foster a culture that encourages collaboration between businesses and recognizes positive contributions
- Inspire a business-oriented, professional, results-driven environment across the KEDC and its businesses
- Establish goals, objectives, and operational plans in collaboration with the Board, staff, and other leaders
- Collaborate with K'ómoks First Nation (KFN) and stakeholders within KEDC and its businesses to foster relationships and facilitate effective communication and collaboration
- Support the CEO to implement the Board's strategic vision and priorities

Operations Management:

- Collaborate with KEDC's management team to develop and implement all policies and procedures relating to governance and business administration

- Oversee and provide leadership on aspects of business administration that encompass KEDC and its businesses, including human resources, IT infrastructure, management and leadership on contracted services
- Manage and provide strategic oversight of external contractor services necessary for KEDC and business operations (e.g. legal counsel, HR consultants, IT contractors, etc.)
- Identify, create and implement plans to improve operations planning and overall efficiency of KEDC and its businesses
- Work with CEO to ensure new business initiatives are operationalized and implemented effectively into the business operations framework and are in alignment with KEDC policies, processes and within the terms of contractual agreements with funders

Strategic Planning and Business Development:

- Partner with CEO and leadership to establish strategic priorities and translate them into actionable and quantitative plans
- Coordinate the preparation and documentation for RFPs and other business development opportunities
- Identify and create opportunities to develop and strengthen KEDC's current business relationships, including building cross-functional teams within the businesses, connecting KEDC and business staff and managing external funder and stakeholder relations
- Identify new opportunities to develop or expand KEDC's current business relationships, including identifying and fostering new or potential business relationships and securing new revenue sources for KEDC based upon targets identified in the business development plan
- Work with the CEO and the Board to develop and execute business development planning for KEDC
- Identify areas where KEDC can increase its footprint and identify potential partnerships and new opportunities to deliver programs or other revenue-generating initiatives, extending the scope of KEDC's traditional activities within its current mandate
- Collaborate with Communications to provide leadership and direction on strategies to expand KEDC's businesses

Board Relations

- Provide Board of Directors operational information and analysis to support oversight responsibilities
- Prepare and present operation reports, budget proposals, and strategic analysis to the board and its committees on behalf of KEDC operations

People Management

- Participate in the interview process for new hires as appropriate
- Support the onboarding and training of new hires



- Participate in performance management of team members, including 1 on 1's, performance reviews, ongoing feedback, and developing growth opportunities
- Work with HR and CEO in the progressive discipline process when needed
- Track and approve requests for vacation, other time off requests, schedules, and support HR with leave requests
- Work with HR to ensure KEDC policies and procedures are followed
- Support team members in attaining goals and objectives
- Support HR with resignations and terminations of team members as required
- Work in tandem with managers to ensure clear communication and collaboration of expectations placed on team members and discuss challenges and opportunities as they arise

Knowledge, Skills, and Abilities

- Advanced knowledge of Economic Development in the First Nations context
- Advanced knowledge of First Nations government operations and procedures an asset
- Excellent ability to navigate the Microsoft Office Suite desktop applications, experience using Microsoft Teams SharePoint and data management
- Demonstrated visionary leadership at the senior level, working collaboratively to coach and motivate
- Ability to create and maintain strong relationships with both internal and external stakeholders
- Ability to manage multiple responsibilities simultaneously in a fast-paced environment
- Proven ability to execute organizational growth while leading a similar or larger size non-profit and/or related entity
- Strong knowledge of diverse business functions such as IT, human resources, business development, etc.
- Excellent strategic and analytical understanding of non-profit organizations
- Excellent business and political acumen
- Ability to compile, interpret, and communicate complex information in a concise and clear manner, both written and oral, while using discretion and maintaining confidentiality of information
- Strong public speaking and presentation skills
- Ability to effectively work with and support a dynamic and diverse group of professionals and maintain strong relationships

Education and Experience

- Degree in public/business administration, management, human resources or other related field; Master's preferred



- Minimum 8 years' experience as senior leadership or director, preferably in a non-profit or provincial government organization
- Minimum 5 years' experience in operational planning and execution, including a senior leadership role developing proposals and strategic initiatives
- Equivalent combination of education and/or experience will be considered
- Lived experience that aligns with the position is welcomed
- Experience working with First Nations is an asset
- Valid driver's license is an asset

Working Conditions

- The standard schedule is Monday to Friday though days may vary based on position requirements. Evenings and weekends will be required
- Travel within BC is required

I, _____ , accept the terms of this job description.

Signature

Date