



## METLAKATLA FIRST NATION JOB DESCRIPTION

**POSITION:** Executive Director

**LOCATION:** Onsite at Metlakatla

**EMPLOYMENT STATUS:** Permanent full-time

**DEPARTMENT:** Administration

**REPORTS TO:** Metlakatla Governing Council

### **Position Summary:**

The Executive Director is pivotal in shaping and executing Metlakatla's governance and programs, ensuring alignment with the community's culture, values, and goals. Reporting directly to the Metlakatla Governing Council, the Executive Director will oversee Department Managers, guiding day-to-day operations and ensuring policy compliance. The Executive Director establishes key relationships and long-term partnerships and makes impactful decisions in the best interest of Metlakatla members. This role requires a dynamic leader with a strategic vision, and strong operational skills to advance Metlakatla's mission.

### **Responsibilities:**

#### ***Leadership & Strategic Planning***

- Provide overall leadership to manage Metlakatla in the Governing Council's and the Members' best interests.
- Provide leadership, with the Department Managers, in establishing Metlakatla's strategic plan, annual business plans, and budgets.
- Maintain consistent communication with Department Managers by equipping them with the necessary information and resources to excel in their roles.
- Collaborate with Department Managers to develop business cases for proposed investments and projects, to be presented to Metlakatla Governing Council for approval.
- Liaise with funders to maintain effective working relationships and the flow of information and funding to support Metlakatla's projects and services.

#### ***Operational and Organizational Management***

- Oversee daily operations and human resources, while ensuring Department Managers are accountable for managing Metlakatla's business activities in line with annual strategic plans and budget, and relevant Metlakatla Governing Council policies.
- Prepare and manage the annual budget, ensuring financial sustainability and accountability.
- Provide oversight and approval of financial operations, including budgeting, accounts payable/receivable, and payroll.
- Develop and propose organizational and management structure recommendations to Metlakatla Governing Council.
- Foster and guide a positive and inclusive corporate culture in the organization.
- Perform all other duties within the scope of this job description and/or assigned by Metlakatla Governing Council.

#### ***Program and Service Delivery***

- Oversee the development and implementation of programs addressing the needs of Metlakatla First Nation.
- Ensure program funds are expended appropriately and establish evaluation criteria for program effectiveness.
- Oversee management's development of proposals for program funding and maintenance of program policies, procedures, and standards.



- Lead management initiatives to reinforce Metlakatla's dedication to corporate social responsibility.

### ***Community and Council Engagement***

- Build and maintain strong, collaborative relationships with First Nations communities, leaders, governments and other stakeholders to achieve mutual respect and partnership.
- Facilitate community consultations and incorporate feedback into organizational planning.
- Act as a liaison between staff, Metlakatla Governing Council and Members, ensuring that Metlakatla Governing Council decisions are clearly communicated and successfully implemented through policies and procedures.
- Establish and maintain the ethical standards for Metlakatla and its management, fostering a culture of integrity and transparency within the community.
- Be accountable and responsive to operational inquiries from Metlakatla Governing Council.
- Work effectively and collaboratively with Metlakatla Stewardship Society and Metlakatla Development Corporation

### **Knowledge, Skills, and Abilities:**

- Deep knowledge of the cultural, historical, and social contexts of First Nations communities in British Columbia, including traditional governance structures, languages, and cultural practices
- Strong leadership skills to inspire and motivate staff and volunteers
- Effective strategic planning, project management, and performance evaluation skills
- Familiarity with federal, provincial, and local laws and policies affecting First Nations communities and human resource management
- Proficiency in budgeting, financial analysis, and reporting
- Excellent verbal and written communication skills for diverse audiences, including community members, government officials, and stakeholders
- Ability to build and maintain strong relationships with First Nations communities, leaders, government representatives and stakeholders
- Skilled in negotiation, conflict resolution, and handling sensitive issues with diplomacy and tact
- Insight into community development principles and practices
- Understanding of non-profit organizational structures, governance, and best practices
- Expertise in designing, implementing, and evaluating programs and services
- Ability to think strategically, develop long-term plans, and anticipate challenges and opportunities
- Flexibility to adapt to changing circumstances, manage multiple priorities, and respond to emerging issues and opportunities
- Skilled in fostering partnerships and collaborations
- Proficiency with Microsoft products and communication tools (Word, Excel, PowerPoint, SharePoint, Teams, and Outlook).

### **Education and Experience**

- Post-secondary education in business, finance, Aboriginal studies, or another related field is mandatory. A master's degree is considered an asset.
- 5+ years in an executive management role, ideally in a First Nations organization.
- Valid Class 5 Driver's License.

### **Other**

- Maintain a professional appearance and attitude
- Comply with Metlakatla's policies and procedures
- Criminal Record Check with a satisfactory result



- Some evening and weekend work is required
- Must be willing to travel for meetings, conferences, and events
- Other essential duties as required

*The performance statements provided in the job description allow for the development of goals and objectives, performance standards, or work plans that will be assessed in the annual performance evaluation of the Executive Director.*

**I have read and understand this Job Description:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_