



**Join Our Team!**

# **LAKE BABINE NATION**

**Posted: November 12, 2024; Until Position Filled**

*Salary Range: \$115k-\$137k Annually*

## **CHIEF EXECUTIVE OFFICER**

*As a visionary, the **Chief Executive Officer (CEO)** is directly responsible for the health and performance of the organization, the success of its operations, and strategic planning. Externally, the CEO will establish key long-term relationships with business partners that enhance the organizations profitability and market position. This individual will also provide financial leadership by managing budgets and monitoring long-term strategic fiscal plans.*

### **RESPONSIBILITIES**

- Promote interests of LBN in carrying out duties.
- Reports on any issues that affect the rights and title of LBN.
- Prepares briefing materials or memos and report to the Chief and Council any governmental policies, programs or procedures that affect the LBN or our members.
- Develop and implement both short and long-term tactical and strategic plans in accordance with business goals and objectives.
- Collaborate with the executive team to develop strategic plans for all aspects of the organization.
- Provide leadership for strategic business development and key corporate planning issues on major business decisions.
- Assist the Chief Financial Officer (“CFO”) in managing project budgets, forecasts, and long-term financial plans; ensure corporate adherence to annual budgets.
- Regularly report to Chief & Council on the company's status against, and ability to meet, its strategic and operational objectives.
- Communicate and collaborate with departmental leaders to control spending, budgeting, reporting, and operational excellence.
- Develop and maintain effective relationships with municipal, state/provincial, and federal government agencies, as well as professional organizations such as consultancy firms and auditors.
- Facilitate and oversee any auditing conducted by third parties to ensure effective resolution and swift closure of auditing activities.
- Establish and maintain key relationships with strategic business partners: LBN Forestry LP, Burns Lake Native Development Corporation, etc.
- Help determine resource allocation among business units and/or departments.
- Ensure proper reporting structure within and between all business units and/or departments.
- Keep Chief & Council informed about business activities, potential threats, opportunities, and recommended actions.
- Assist Chief Operations Officer with departmental performance against goals to ensure that progress is being made, and that corrective action is taken if necessary.
- Monitor legislation, regulations, policies, and procedures applicable to company operations.
- Meet regularly with department heads/business unit leaders; facilitate resolution of issues/problems between business units and/or departments.

### **QUALIFICATIONS**

- University degree in Accounting, Business, or Finance; an MBA, CPA or CMA designation is preferred.
- Minimum ten (10) years of related First Nation administration experience at a senior level
- Program administration, management, delivery and evaluation
- An understanding of the role and responsibilities of Council
- Accounting knowledge and financial principles required
- Experience working with First Nations would be an asset
- An understanding of relevant legislation, policies and procedures
- Knowledge of Human Resource standards and best practices
- Highly developed organizational skills and detail oriented, including the ability to set priorities and multi-task
- Ability to prepare reports, policies and by-laws
- Experience with sourcing funding and ability to write effective proposals
- Proven interpersonal skills and ability to work well with others
- Ability to handle confidential and sensitive information with discretion
- Intermediate knowledge of Excel & proficient use of other office productivity software from the (Microsoft Office suite of products).
- Effective written communication skills including the ability to prepare reports, policies and by-laws
- Excellent analytical skills and high level of accuracy
- Excellent ability to communicate both orally and in writing
- Criminal Records Check
- Understand and obey all laws and regulations
- Understanding of the northern cultural and political environment.
- Ability to sit for long periods of time.

**APPLY NOW!**

Beatrice MacDonald, *Human Resources Manager*

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Successful candidates of short-listing will be contacted