

Tsal'alh Development Corporation Chief Executive Officer (CEO)

Job Posting

July 19, 2019

Job Title: Chief Executive Officer (CEO)

Job Location: 100 Whitecap Road Seton Portage B.C.

Reports to: Tsal'alh Development Corporation (TDC) Board of Directors

Job Description

The TDC Chief Executive Officer (CEO) is the senior Manager for the TDC. As such the TDC CEO is responsible for all aspects of the TDC operations. The TDC is located in Seton Portage BC, which is a semi-remote community 72 kilometers from Lillooet, access via gravel road.

The TDC creates a self-sufficient stable foundation for wealth creation, self-sufficiency, economic independence that benefits/enhances the lifestyle of Tsal'alhmec, and future generations. The TDC achieves this through collaboratively identifying, developing and maximizing economic opportunities, as a well-run efficient organization that also contributes to developing a healthy diversified, strong, Tsal'alh economy that is responsive to the values needs and interests of the Tsal'alh Government, and Tsal'alhmec.

The TDC CEO reports directly to the TDC Board of Directors, consistent with TDC Governance Policies. The TDC CEO liaises with: TDC staff, the Board, the Shareholder, the Tsal'alh Government, and other TDC strategic partners.

Job Duties/Responsibilities

The TDC CEO is responsible for all aspects of the TDC operations including, but not limited to:

- Developing/managing the organizational capacity of the TDC, which includes:
 - Supporting and developing the TDC five-year strategic annual plan for approval by the Board, and overseeing the annual renewal, implementation, and monitoring of the TDC five-year strategic plan;
 - Developing/ensuring adherence to TDC operations policies, systems and processes, and annual work plans/budgets, according to best practices;
 - Developing and maintaining all TDC data, and financial management systems and processes (e.g. invoicing systems, collections, repayment agreements) as secured department files;
 - Ensuring all human resources are managed effectively, consistent with TDC policies, existing legislation and best practices;

- Develop and maintain TDC partnerships and effective working relationships that support TDC in the realization of its vision, in particular the Tsal'alh Government (including attending community meetings and events that support effective public relations);
 - Negotiating non-rights based commercial arrangements with non-Seton Lake band businesses;
 - Leverage TDC assets (human, financial, etc.) to improve TDC outcomes;
 - Ensuring all TDC activities are consistent with the strategic plan and approved annual plan identified outcomes, and that all reporting completed is planned, developed, and consistent with TDC Governance Policies, and legislative requirements;
 - Supporting the work of the Board; and
 - Regularly (Monthly) collecting of all relevant TDC data to prepare/present monthly Board reporting, quarterly, and annual Shareholder/Tsal'alhmec reporting, consistent with all TDC policies, legislation, and in compliance with any ancillary funding requirements.
- Developing/managing the TDC Business Opportunities, which includes:
 - Ensuring all current, and proposed, business ventures, contracts, plans and ancillary research (e.g. opportunity identification) is professionally developed, managed, updated as needed, and monitored to realize the TDC vision, in particular developing and regularly updating the TDC business plan and subsidiary business plans, as needed (including proforma's); and
 - Lead/advocate for/monitor business development projects through liaison with a variety of TDC strategic partners (e.g. ISC, ANTCO).
 - Engaging/Supporting the capacity development of the Board, the Shareholder and Tsal'alhmec, which includes:
 - Communicating and providing information/data to members to support understanding of TDC roles, responsibilities and authority/limits of authority for economic development;
 - Supporting TDC's strategic orientation, and ensuring the development of associated agreements that support TDC's effective operations; and
 - Providing recommendations to the Board, the Shareholder, and Tsal'alhmec on resources that support community economic development, small business development, and nation building.
 - Undertaking professional development, and upgrading skills and knowledge relevant to the position upon approval, or at the request, of the Board; and
 - Undertaking other duties as determined by the Board.

Required Qualifications

The TDC CEO must have the following qualifications:

- Bachelor's Degree in business, marketing or related field, and
- A class 5 driver's License

Experience Required

The TDC CEO must have the following experience:

- 3 years experience leading First Nations economic development;
- Management experience;
- Project Management;
- Business Planning (ability to write good business plan);
- Grant proposal experience is an asset
- Business financial planning/management (including ability to develop proforma's)
- Public relations and/or facilitation; and
- Working with First Nations economic development corporation strategic partners (e.g. ISC).

Skills Required

The TDC CEO must have the following skills and abilities:

- Strategic Planning;
- Research, analysis, and development of relevant organizational policies;
- Business and Financial planning and management skills;
- Human Resource Management skills and abilities;
- Excellent written, interpersonal, communication, and negotiation skills;
- Organizational, problem solving, and decision-making skills;
- Excellent presentation skills, and public relations;
- Strong working knowledge of computers and programs including Microsoft Office: word, Excel, and PowerPoint;
- Excellent time and stress management skills;
- Knowledge of the strategic funding partner programs and requirements; and
- Interest in developing and growing with the organization.

Additional Requirements:

- Complete Criminal Record check; and
- Reliable vehicle.

Working Conditions

- Ability to work in a remote community.
- Ability to travel frequently.
- Regular office hours are required; nature of the work and meetings may require additional hours and days needed to perform tasks required to do the work of the CEO.
- Responsibilities and duties that are reasonably permitted to be handled off-site may require working from home office, or when travelling/ away from office (e.g. Replying to calls during meeting breaks, responding to emails from home, etc.).
- Must be able to work effectively in a stressful environment, communicate well with others, effectively deal with co-workers and staff.

IMPORTANT NOTE: *Essential functions of this job are described under the headings above. The job requirements and features are subject to change from time to time due to the then-current needs and requirements of the Company and/or all TDC LPs.*

Salary (based upon a full-time annual salary): Negotiable based upon the candidate's experience, skills and education.

Please submit your letter of introduction, resume and three references to:

By e-mail: Cliff Casper, TDC Board Chairman

Cliffcasper2000@gmail.com

Application Deadline August 15, 2019

Only those applicants that meet the qualifications and skills will be contacted for an interview.