

THE KEY FIRST NATION
DIRECTOR OF OPERATIONS
JOB OPPORTUNITY



The Director of Operations is the senior management position responsible for the management, administration and delivery of all The Key First Nation programs and services. The Band Manager will ensure that the needs of the first nation are met in a reasonable, effective and efficient manner while ensuring compliancy with Terms and Conditions of various Funding Agreements (ISC, HC, CMHC, YTAI, etc.) The Director of Operations will report directly to the Chief and Council and oversee all operations of the band.

Key Responsibilities

- Implements policies, decisions and regulations and makes recommendations for the efficient operations of all programs and services.
- Ensures all departments are following internal policies and external legislation which includes funder agreement compliancy.
- Monitors and evaluates departmental performance to ensure goals and objectives are met.
- Handles community relations that arise and delegates or passes along to the appropriate staff member or Council member.
- Manages and provides leadership to the Management Team and staff, keeping apprised of day-to-day activities and overseeing operational work plans; ensures individual, departmental and organizational objectives are achieved.
- Manage all human resource functions; recruiting/hiring/evaluating band staff
- Trains, mentors and coaches' staff
- Motivates all staff by leading by example.
- Manages finances, including the operating budget
- Ensures Council is fully informed for financial accountability.
- Ensures Council is provided with relevant and timely financial information
- Works with Management Team to seek and obtain funding for special projects.
- Leads the Management Team to develop budgets for the Administration.
- Monitors revenues and expenses to ensure targets are met as related to the approved budget.
- Ensures organizational and financial risks are mitigated, seeking assistance when required.
- Ensure the band's audit is a priority and completed before the deadline
- Ensure the Management Action Plan (the "MAP") is adhered to
- Ensure all minutes are prepared, approved and filed in a safe place
- Ensure BCRs are prepared, signed and filed in a safe place

Training, Education and Experience

- 5 - 10 years' directly related experience including management experience in a public service or First Nation service delivery environment.
- Degree in First Nations studies, Business Management, Public Administration or a Certified Aboriginal Professional Administrator designation
- Demonstrated success managing budgets.

Knowledge, Skills and Abilities

- Exceptional leadership skills and the ability to lead and develop the performance of others.
- Ability to think strategically and analytically.

- Knowledge of financial management practices including the ability to seek funding, prepare proposals, manage budgets, financial reporting, capital funding, and contracts.
- Strong verbal and interpersonal communication skills including the ability to communicate effectively with a variety of people including Chief & Council, staff, membership, and governments
- Ability to manage a variety of overlapping projects.
- Technically literate with intermediate level computer skills including MS Office.
- Able to work a varied work schedule including evenings and weekends. Some travel required.

Applicants of The Key First Nation and/or Aboriginal ancestry are encouraged to apply.

Other Requirements: Valid Driver's License, reliable vehicle and criminal record check

Please submit resume with cover letter by 11:59 PM on Nov 20, 2020 to: The Key First Nation
Attention: Megan Crane
and/or Gilda Dokuchie

By Email: m.crane@keyband.ca or gbdokuch@gmail.com

By Fax: 306-594-2545

**** We thank all those who apply, however, only those short-listed will be contacted.***