

Independent First Nations Alliance

CHIEF EXECUTIVE OFFICER (CEO)

Position Description

Under the direction of the board, under IFNA's Corporate Bylaws and on behalf of the IFNA communities, the Chief Executive Officer, (CEO) acts as the Chiefs' political representative managing the daily operations of the organization. The CEO promotes and models the values, mission and vision of IFNA to build self-reliance for member communities.

The CEO works closely with the IFNA board to set strategy and direction that reflects the grassroots people in the IFNA communities. The CEO will establish an effective organizational, staffing and administrative structure that ensures the achievement of operational and administrative goals.

RESPONSIBILITIES

Board/Community Relationships

The CEO will:

- Work with the Board to establish and implement a strategic plan that ensures the organization fulfills the IFNA mandate and mission to develop self-reliance for member communities;
- Communicate regularly with the chair and board, organize meeting agendas, prepare and distribute minutes, plan for the annual AGM and community meetings;
- Scan the environment for developments and opportunities, provide ongoing political analysis, assessment and advice regarding advocacy and lobbying issues through regular communication, briefing notes and other support to the Chiefs and board as requested;
- Establish multiple ongoing communication strategies to keep Chiefs, board and communities informed of IFNA activities and accomplishments and to communicate government programs, non-government organizations, municipal relations and private stakeholder opportunities where appropriate;
- Act as the initial public relations contact for the media as authorized by the Board Chair and to respond to announcements impacting the organization, its leadership and its communities, and;
- Provide a monthly written activity report on key matters and program/service status to the Chair and board.

Operations and Administration

- Establish an organization staffing structure and an operational plan inclusive of programs and services that ensure the effective implementation of the IFNA mission and mandate and the needs of member communities in the areas of technical, education, finance, economic development, health services and water safety;
- Ensures that human resource policies and practices support a high performing, team based organization with clear job descriptions, performance management for accountability, and the effective recruitment and retention of qualified staff;
- Engages in annual staff planning and the annual setting of priorities and work plans; adjusts job descriptions as required to meet new program/service needs;
- Hold regular staff meetings and provide leadership by ensuring a culture of professional accountability, the development of programs and services with measureable outcomes and timely status reporting and communication to the board;
- Plans and oversees the financial management of the organization, ensures funding proposals and agreements are completed in a timely manner; allocates appropriate funding to program and service priorities and seeks opportunities to leverage resources;
- Ensures a strong customer service philosophy with a focus on community needs and organizational priorities.

Qualifications:

The CEO will offer:

- A degree in Business Administration and/or appropriate post-secondary education combined with several years' experience in management;
- Proven strengths and experience working in a board governed environment including operations, finance, and human resource skills;
- Experience working with First Nations with demonstrated respect for culture, language and traditions;
- Strong interpersonal skills accompanied by a native language ability so as to effectively communicate with IFNA communities;
- Strong political and analytical skills as well as written and oral communication strengths with the ability to quickly assess and disseminate information and provide briefing notes to the board as well as communities.

The CEO site location will be negotiated; however, travel to communities is required. The job description is available on request.

Work Environment

The CEO will be:

- Located in one of the two offices as negotiated but will have a presence in both offices;
- Required to travel to communities for public relations on an annual basis and to accompany the Chiefs during lobby/advocacy activities as required.