

<b>Job Title:</b>	<b>Chief Executive Officer</b>	<b>Job Category:</b>	
<b>Department/Group:</b>	Lower Similkameen Holdings	<b>Job Code/ Req#:</b>	12036
<b>Location:</b>	Cawston	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	To be determined	<b>Position Type:</b>	Permanent Full-Time
<b>HR Contact:</b>	Lori Fitzgerald	<b>Date posted:</b>	December 11, 2018
<b>Will Train Applicant(s):</b>	n/a	<b>Posting Expires:</b>	January 31, 2019

**Applications Accepted By:**

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Attn: Lori Fitzgerald

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Box 100 Keremeos, BC VOX 1N0  
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**Job Description**

**PURPOSE:**

Lower Similkameen Holdings is the Corporation that develops new business, and oversees and provides direction to all entities of the Lower Similkameen Indian Band.

The Chief Executive Officer (CEO) is the senior employee of the Lower Similkameen Holdings (LSH), and in partnership with the Board of Directors (BoD) is responsible for the success of Lower Similkameen Holdings. The BoD and CEO together will ensure LSH's economic importance to the community, work to accomplish Lower Similkameen Indian Band's (LSIB) mission and vision, and protect accountability of LSH to the Lower Similkameen Band members.

The CEO has been delegated the responsibility for the management and day-to-day operations of LSH, and has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The CEO provides information to the Board, enabling it to carry out its governance functions.

**REPORTS TO:** The CEO operates under the direct supervision of the Board of Directors of Lower Similkameen Holdings. The CEO does not report to the Chief or Council of LSIB.

**EDUCATION AND EXPERIENCE**

- A degree in Business or a related field, and
- A minimum of 7 years current economic development, business or financial management experience at a senior level, or
- An equivalent combination of education and a minimum of 10 years related experience;
- Experience managing, directing and leading employees, and liaising with various regulatory agencies;
- Experience conducting negotiations;
- Experience managing complex agreements;
- Experience in the development, management and control of operating budgets;
- Work experience in a First Nation territory environment is preferred;
- Clean criminal record check (Vulnerable Services Security Clearance) is required;
- Class 5 driver's license and reliable vehicle plus a clean driver's abstract is required.

**DUTIES AND RESPONSIBILITIES**

**Legal compliance**

- Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations

**Management and Administration**

- Provides general oversight of all LSH activities, manages the day-to-day operations, and assures a smoothly functioning, efficient organization.
- Assures program quality and organizational stability through development, implementation and oversight of standards and controls, systems, policies and procedures, and regular evaluation.
- Recommends staffing and financing to the Board of Directors;
- Executes human resource related initiatives including recruiting, negotiating employment agreements, setting strategies

and objectives, ensuring proper training, encouraging employee professional development, administering discipline, and resolving labour relations issues;

- Provides communication to the Lower Similkameen Indian Band only at the direction of the Board of Directors;
- Specifies accountabilities for management personnel and evaluates performance regularly.

### **Strategic Economic and Business Development**

- Demonstrates an understanding of key trends in the economic realities of the LSIB and surrounding region including trends that will affect stability;
- Utilizes strategic thinking and planning abilities aimed at identifying business and economic development opportunities in support of LSH' mission and goals;
- Manages the various processes and stages involved in effective decision-making relevant to venture development;
- Establishes and maintains strategic partnerships aimed at meeting the mission and goals of LSH;
- Capacity for strategic thinking and planning aimed at identifying business and economic development opportunities in support of LSIB mission and goals;
- Builds and strengthens the LSH as the LSIB economic development corporation using systematic processes;
- Works as part of a team that can assist LSH in negotiating the economic aspect of Impact Benefit Agreements;
- Undertakes and manages the full business development process including but not limited to opportunity identification, venture screening, pre-feasibility, feasibility and business planning and financial packaging;
- Conducts financial analysis related to business development planning and business management;
- Demonstrates the capacity to write professional documents relevant to all aspects of the business and economic development and management process;
- Displays a basic understanding of the regulatory and legislative context within which businesses operate;
- Builds and executes negotiation strategies focused on building effective joint ventures and strategic partnership;
- Senior oversight and support to LSH companies/entities, which includes working to establish business plans, establishment of objectives and priorities, evaluating performance and addressing concerns and issues.

### **Governance**

- Helps the Board articulate its own role and accountabilities and that of its committees and individual members, and helps evaluate performance regularly.
- Works with the Board President / Chair to enable the Board to fulfill its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members.
- Assists in focusing BoD attention on long-range strategic issues.
- Manages the BoD's due diligence process to assure timely attention to core issues.
- Exhibits sound knowledge and skills related to ensuring good governance at the Board level to ensure Boards created through joint ventures and subsidiaries are effectively discharging their responsibilities;
- Ensures the BoD's are fully aware of the LSH activities and prepared to make the high level decisions required to support the LSH.

### **Financing**

- Promotes programs and services that are produced in a cost-effective manner while maintaining an acceptable level of quality.
- Oversees the fiscal activities of the LSH including budgeting, reporting and audit;
- Works with the BoD to ensure financing to support short- and long-term goals.
- Reports on LSH operations, including progress reporting on strategic and annual plans, financial performance against approved budgets and status of compliance with any funding sources that may be accessed from time to time

### **Community Relations**

- Acts as an advocate, within the public and private sectors, for issues relevant to LSH;
- Listens to clients and the community in order to improve services and generate community involvement.
- Assures community awareness of LSH's response to community needs.
- Serves as chief spokesperson for LSH, assuring proper representation of LSH to the community.
- Initiates, develops, and maintains cooperative relationships with the community, clients and key stakeholders.
- Works with legislators and regulatory agencies, to promote legislative and regulatory policies that encourage a healthy community and address the issues of LSH stakeholders.

**\*\* Thank you for your interest in this position, only those short listed will be contacted \*\***