

EMPLOYMENT OPPORTUNITY

Chief Operating Officer (COO)

Posting Date: 30th July 2019

Reports to: Chief Executive Officer (CEO)

Company Overview

The K'uL Management Group was formed to foster the development of a sustainable economy for the Penticton Indian Band. K'uL Group is the “for profit” business investment and development division of the Penticton Indian Band and is the umbrella organization that holds the corporate business investments; it is responsible for the overall management of the band’s business portfolio.

Position Overview

K'uL Management Group is looking to hire a reliable Chief Operating Officer (COO). The COO is a full-time executive-level position reporting to the CEO. Under the direction of the CEO, the COO will be responsible for a wide variety of duties in the management of the Penticton Indian Band's business ventures which are in the construction, forestry and real estate development industries. The goal of the COO position is to secure the functionality of business to drive extensive and sustainable growth.

Key Responsibilities.

Specific Duties

- Supervise the managers of each of the Penticton Indian Band's enterprises
- Prepare and deliver monthly reports to the Board of Directors on the functioning of their enterprises and development corporation
- Design and implement business strategies, plans and procedures
- Set comprehensive goals for performance and growth
- Oversee daily operations of the company and the work of executives
- Lead employees to encourage maximum performance and dedication
- Evaluate performance by analyzing and interpreting data and metrics
- Write and submit reports to the CEO in all matters of importance
- Assist CEO in fundraising ventures
- Assist the CFO in managing project budgets, forecasts, and long-term financial plans
- Manage relationships with partners/vendors
- Participate in expansion activities (investments, acquisitions, joint ventures, etc.)
- Assist the manager of each enterprise to prepare annual business summaries and annual business plan updates
- Identify and guide economic opportunities through the approved venture selection and analysis process
- Develop and maintain close working relationships with potential investors and other economic development staff in the region
- Directly responsible to the Board of Directors of the development corporation through the CEO

Scope of Work

- Involves all the business enterprises which are managed by the K'uL Management Group.

Knowledge, Skills and Attitudes

- Solid knowledge of small and medium sized business management

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- Business plan preparation and market assessment
- Business development
- Previous experience with construction, forestry and real estate development is an asset
- Working with First Nations people, governance and community engagement
- Knowledge of aboriginal economic development history, issues, and programs
- Good face-to-face and small group communication skills
- Commitment and proven ability to empower others
- Establish terms of reference, supervise research projects and manage professional consultants and technical assistance
- First-hand experience working with or for committees or boards of directors
- Working with joint venture partners and financial institutions
- Ability to research and write concise reports and other business communication
- Management of staff and human resources management issues

Qualifications

- Extensive background in regional economics or economic development and business management obtained through a mix of formal education (graduate degree in a related field. e.g., Business Administration, Economics, Management or Planning) and at least 10 years of practical application
- Demonstrated competence operating basic computer applications, e.g., spreadsheets, word processing, electronic mail, electronic presentations and internet research
- Excellent oral and written communication skills and the ability to interact well with others
- Maintain confidentiality and privacy of employees and company financial information
- Ability to follow direction and procedures and work independently with flexible work habits
- Good organizational, problem-solving and conflict resolution skills
- Ability to work under pressure, time constraints and prioritize workloads to meet deadlines
- Valid BC Driver's license

Working Conditions

- Office setting
- Overtime may be required
- Ability to attend and conduct presentations
- Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

K'uL Group of companies offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career **respond with Cover Letter and Resume to the attention of: Manager, Human Resources, Email: jerrett@kulgroup.ca**. The closing date for this competition is: August 13, 2019 at 4:00 p.m. Visit the company website at www.kulgroup.ca for more information.

*The K'uL Management Group of companies provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons who are members of the Penticton Indian Band, to persons who are of the Okanagan Nation, to persons who are of Indigenous heritage, First Nation or Metis'. **We thank all those who apply; however, only those candidates selected for interview will be contacted.***