



Ulkatcho

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Ulkatcho Director of Corporate Affairs Posting

Who We Are

Ulkatcho is a First Nation of Dakelh, Tsilhqot'in and Nuxalk ancestry whose offices are located in Anahim Lake BC on the Western edge of the Chilcotin District. We are 320 kilometres west of Williams Lake, and 135 kilometres east of Bella Coola. Outdoor enthusiasts will enjoy our region: Surrounded by the Rainbow Mountain Range, and home to excellent fishing lakes, wildlife tours guided horseback trip and hiking, and snowmobiling in the winter. Our small community of Anahim Lake, and the surrounding area has a population of approximately 1500 people. Ulkatcho First Nation membership is 1200, with 700 living on reserve in the community. We are seeking a candidate who understands and has knowledge around the political, cultural and spiritual protocols associated with our First Nations community and who will uphold the vision of community leadership.

The Director of Corporate Affairs actively supports strategic priorities at governance and enterprise. The Director of Corporate Affairs engages with Chief and Council and appropriate senior manager and/or Board of Directors for Ulkatcho's group of companies in the development and prioritization of business development strategies. Facilitates the development of business plans and partnership agreements for new and enhanced growth opportunities with key stakeholders ensuring proper due diligence is conducted. Consistent with the organization's strategic plan, identifies new business opportunities and evaluates the impact these plans will have on organizational performance. Relationship development and management for both new and established relationships with internal and external key stakeholders is vital to this position.

Rate of Pay: Remuneration dependent upon qualifications.

DEADLINE TO APPLY: June 18, 2020

ACCOUNTABILITIES

- Reporting to the Operations Manager, the incumbent works closely with other UFN Directors when carrying out job responsibilities.
- Identifies, introduces, develops, and facilitates new business, training and programmatic ideas that align with the strategic plan, to enhance the organization's reputation, supports market share growth and development as required and to enhance organization and community capability.
- In concert with the Director of Natural Resources, Director of Finance, Capital Asset Manager and other UFN Directors, analyzes growth potential, resource requirements, risk/reward, and the financial benefit to proposed initiatives through complex analysis, market research, financial, and internal factors.
- In concert with Director of Finance and appropriate band-owned business entity, prepares financial proformas for all new proposed business opportunities. Once the business becomes operational, with a signed agreement by Chief and Council, the Ec.D will not be involved in the day to day management of any band-owned business.
- Collaborates with Chief and Council, Ulkatcho Natural Resource Working Group, Director of Housing (as required) and Director of Finance to determine feasibility of drafted business development plans for new/existing programs and markets.
- Anticipates and develops responses to market opportunities in collaboration with appropriate band-owned businesses, Chief and Council and key stakeholders.
- Identifies market projections for key business and service areas.
- Develops, implements, and manages internal measurement and monitoring systems that demonstrate the effectiveness of business initiatives in enhancing product or service delivery, access, volumes, market share, financial performance, and program reputation within the assigned areas.
- Facilitates discussion and drives collaboration around the identification and prioritization of new business development opportunities.
- Understands band-owned business challenges and opportunities and collaborates with Senior staff and/or Board of Directors to develop solutions.
- Promotes creative and critical thinking in order to develop compelling and innovative business plans.
- Present public reports and updates to UFN members at UFN internal community meetings as scheduled by Chief and Council and/or direct supervisor,
- Prepare, manage and report any variances and actions taken pertaining to the Business Development Department annual and monthly budgets that the Director of Corporate Affairs controls
- Abide by and ensure that other staff under the Director of Corporate Affairs direction abide by all UFN administrative policies and procedures, and

- Manage safety and promote a safe work environment for the Business Development Department and ensure all staff have the necessary training, safety resources and knowledge to conduct their work in a safe manner and ensure that the Director of Corporate Affairs and all staff adhere to and follow safe work policies and procedures

EDUCATION & EXPERIENCE

- MBA or similar credentials with emphasis in either Business, Consultancy or Finance.
- At least 10 years' experience working in management or leadership position(s) within aboriginal or other government and/or industry
- Demonstrated experience conducting financial analysis and preparing business/financial proformas.
- Strong facilitation, conflict resolution, problem-solving and analytical skills
- Experienced in Microsoft office suite.
- Possess excellent oral and written communications, strong presentation skills and successful client relationship management skills.

DESIRED FOR THE POSITION:

- Certified Economic Developer (Ec.D) designation is preferred.
- Significant understanding of the mining and utilities sectors.
- Demonstrated results in achieving excellent results based on development and implementation of business plans.

Our organization offers competitive salary, pension, and extended health benefits.

Licenses:

Valid BC Driver's License required

To Apply:

Please send a cover letter, resume and three (3) references to Ulkatcho First Nation at landerson@ulkatcho.ca, or present by hand delivery to Ulkatcho First Nation. Please indicate "Director of Corporate Affairs" in the subject line

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

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