



CHIEF EXECUTIVE OFFICER POSITION OPENING

Métis Nation British Columbia develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism MNBC strives to build a proud, self-governing, sustainable Nation in recognition of Inherent Rights for our Métis citizens.

PURPOSE

The primary objective of the Chief Executive Officer is to provide the link between the Board of Directors and the operation in advancing the goals and purpose of the Métis Nation. In that capacity, the CEO is accountable for operational leadership and management of MNBC in accordance with the strategic goals and directions set by the Board of Directors. Subsequently, the CEO is expected to report to the Board of Directors on an ongoing basis in respect to issues and results and to bring forward recommendations in respect to policies, programs, services and staff where applicable. The CEO sets targets, prepares annual business plans and budgets, oversees all operations and issues, delegates and monitors performance. The CEO represents the organization in reporting to federal and provincial governments. Performance objectives and standards are driven by the organization's vision and values.

RESPONSIBILITIES:

Board Relations

- Reports to MNBC President, advises and informs the MNBC Board of Directors routinely on all matters related to the MNBC
- Ensures Board decisions are implemented in a timely manner
- Oversees the organization and agenda preparation of the MNBC Board Meetings, Métis Nation Governing Assembly Meetings, Annual General Meetings, and/or Special Meetings
- Attends meetings of the MNBC Board and Board Committees

Business Planning and Budgeting

- Sets targets, prepares annual business plans and budgets, and oversees all operations in accordance with the direction of the MNBC Board

Program Developments and Guidance

- Oversees the efficient design, development, implementation and operation of programs, activities and projects within the parameters of the MNBC mandate and budget guidelines
- Provides assistance as requested from time to time to all MNBC regional offices and ensures that the regions receive adequate and relevant services from the MNBC
- Assists the MNBC committees and ministries as required or requested to further the aims of the MNBC
- With the assistance of the finance team, ensures all financial aspects of the MNBC are maintained and reported in an appropriate manner



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Partnership Development

- Acts as the operational liaison between the MNBC and other parties including federal, provincial and municipal government departments, Aboriginal entities, business and corporate structures, financial bodies, educational institutions and other third parties to create and develop partnership opportunities for the betterment of the MNBC's goals and objectives.
- Seeks sources of funding, prepares and oversees the preparation of proposals for funding or for particular projects and programs deemed necessary or appropriate and liaise to follow up
- Negotiates agreements on behalf of MNBC Board and when required recommends to the MNBC Board for final approval
- Ensures reporting expectations are satisfied

Major Challenges

- An evolving political, social, cultural and economic climate
- Interpreting the will of the Board to enable the link between the Board and operations
- The impact of changing government legislation and regulation
- Building relationships and developing partnerships with government, business and education
- Challenge of increasing demand with minimal capacity resources
- Discovering and securing funding in a tight economic environment; ensuring the MNBC and its programs and services are sustainable
- Ensuring organization wide compliance with the MNBC policies
- Dealing with both centralized and decentralized operations enabling a degree of regional self-determination and at the same time ensuring consistency in practice from region to region

Decision Making Authority and Problem Solving Responsibility

- Oversees policy decisions and works to implement policy ensuring maintenance, compliance and future development as necessary; brings forward recommendations to the Board
- Sets annual targets; prepares annual business plans and budgets
- Assesses program and work performance, coaches and guides as necessary
- Analyzes and determines facility and geographic needs
- Negotiates agreements

Contacts

Internal Contacts: primarily with Operational and Executive management team in the MNBC corporate structure and with senior and middle management; with the Board of Directors collectively or individually as needed. Communicates with all staff in respect to organizational operations

External Contacts: Senior management outside the organization, including public and private sector to negotiate, secure cooperation or agreement on legislation, regulations, special initiatives and/or funding; considerable tact, diplomacy and persuasion is required. Partnership development with private, public, government and other agencies, client funding contracts, private learning institutes, provincial post-secondary institutes, employers, partners, meetings with Service Canada and other Departments.



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Supervision

Direct supervision of all Executive and Operational Management; has overall responsibility for supervision of all MNBC staff.

Nature of responsibilities; supervises managers who have responsibility for other managers and subsequently coordinators and front line staff. Supervises work that is considerably diverse and complex. Drafts budgets, plans, schedules, directs work and solves problems as required. Identifies need for and provides for management training. Responsible for overall productivity and quality of work within MNBC.

Financial and Measurement Data

- Working with the finance team in the management and administration of the MNBC; in that regard all organizational resources, revenues and expenditures

The CEO will also be responsible for creating a desired image about “MNBC” among Métis People, the public, government and other external entities. Additionally, the CEO should ensure that “MNBC” easily handles business continuity in the face of different kinds of crises and changes in environment.

To apply for this position please submit your application to:

Linda Koster
Human Resources Manager
Metis Nation British Columbia
Email: lkoster@mNBC.ca

Deadline for applications: Friday December 14, 2018 1:00 p.m.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.