

Agency Chiefs Tribal Council



(TREATY 6 TERRITORY)

Box 327, SPIRITWOOD, SK S0J 2M0

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EXECUTIVE DIRECTOR

The Executive Director is the key management leader of Agency Chiefs Tribal Council. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization.

Reports to: Board of Directors

Supervises: ACTC Managers/Department Heads

Responsibilities and Expectations:

1. **Board Governance:** Works with Board in order to fulfill the organization mission.
 - Responsible for leading ACTC in a manner that supports and guides the organization's mission as defined by the Board of Directors
 - Responsible for effective communication with the Board as well as providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
 - Develop long term plans and economic development initiatives for boards review and approval
 - Builds relationships with external organizations/partners in order to enhance ACTC operational, networking, and economic development capabilities;
2. **Financial Performance and Viability:** Develop resources sufficient to ensure the financial health of the organization.
 - Responsible for the fiscal integrity of ACTC, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial conditions of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
3. **Organization Mission and Strategy:** Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of ACTC's programs that carry out the organization's mission.
 - Responsible for the strategic planning to ensure that ACTC can successfully fulfill its Mission into the future.
 - Responsible for the enhancement of ACTC's Image by being active and visible in the communities and by working closely with other professional, civic, funding agencies.
4. Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
- Responsible effective administration of ACTC operations.
 - Responsible for the hiring and retention of competent, qualified staff.
 - Responsible for signing all notes, funding agreements, and other instruments made and entered into and on behalf of the organization.

Professional Qualifications:

- Degree in related field
- Education and experience related to a senior management position
- Five or more years in senior management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of ACTC' strategic future to staff and Board
- Strong written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Strong written and verbal communication skills, including the ability to prepare reports, policies, and contracts

Actual Job Responsibilities:

1. Working under the ACTC Board of Directors.
2. Planning and operation of annual budget.
3. Establishing employment and administration policies and procedure for all functions and for the day-to-day operations of the ACTC.
4. Serving as ACTC's primary spokesperson to the organizations' constituents, the media and the general public.
5. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance ACTC's mission.
6. Report to and work closely with the Board of Directors to seek their involvement in policy decisions.
7. Supervise, collaborate with organizations staff
8. Strategic planning and implementation
9. Oversee organization Board and committee meetings
10. Review and approve contracts for service

Skills & Competencies:

- Significant Knowledge of First Nation treaties and First Nation's issues.
- Understanding of Plains Cree peoples' cultures traditions, protocols and community
- Strong understanding of ACTC program issues and interests combined with a passion and enthusiasm for this work
- Expertise in the ability to identify potential funding sources
- Superior proposal writing skills
- Strong planning and organizational skills
- Proven ability to lead initiative from planning to execution and follow up
- Proficient budget development skills
- Effective public relation and public speaking skills
- Strong written and verbal communication skills, including the ability to prepare reports, policies, and contracts
- Demonstrated ability to exercise judgement independently

Closing Date: April 13 , 2017 at 4:30 pm

- **Rate of Pay: Based on Education and Experience**
- **Provide 3 References**

Submit via email to: glenn.johnstone@agencychiefs.com

Or by fax @ 306-883-3336 to Agency Chiefs Tribal Council c/o Office Manager