



NEW BRUNSWICK ABORIGINAL PEOPLES COUNCIL IS
SEEKING QUALIFIED APPLICANTS FOR THE POSITION OF

EXECUTIVE DIRECTOR

Job Description

Organization: New Brunswick Aboriginal People Board Members(NBAPC)

Position Title: Executive Director

Reports to: The Chief

The NBAPC is seeking to hire an Executive Director. The successful candidate will support the NBAPC in meeting its challenges and seizing opportunities for the advancement of its community's interests and priorities.

ROLE AND PURPOSE

Reporting to the Chief, the Executive Director is the senior manager responsible to ensure the effective functioning of the management and administrative processes essential to the achievement of the mandates and strategic direction of the NBAPC. The Executive Director is responsible for the management of HR and Administrative policies and procedures, to support and guide the Chief and Council, in their strategic planning initiatives. The Executive Director will be responsible to identify means and ways to improve the NBAPC's already existing processes, to develop new ones when necessary and to mobilize and maximize personnel skills and knowledge. The Executive Director is also responsible to implement organizational policies and programs.

The Executive Director will also promote and ensure effective and efficient communication at all levels of the organization while facilitating the relationship between Board Members and staff.

ROLES AND RESPONSIBILITIES

Leadership

- Participate with the Chief and Board Members in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Chief and Board Members of internal and external issues that affect the organization

Act as a professional advisor to the Chief and Board Members on all aspects of the organization's activities

- Foster effective teamwork between the Chief and Board Members and staff
- Represent the organization at a variety of events and activities to enhance and promote the organization's profile.

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Have working knowledge of INAC, other provincial and federal programs and funding application processes.
- Oversee the efficient and effective day-to-day operation of the staff under his/her supervision
- Provide strategic leadership to the entire organization by working with the board of directors and the executive leadership team to promote the organization's philosophical framework
- Direct, supervise and evaluate the job performance of executive leaders and other staff members, as needed
- Draft policies for the approval of the Chief and Board Members and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes as appropriate
- Establish credibility and foster a success-oriented environment throughout the organization
- Understanding of financial reports, including budgetary guidelines and project expenditures.

Program planning and management

- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Chief and Council
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

Community relations/advocacy

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the organization and its activities organization

- Establish good working relationships and collaborative arrangements with funders, stakeholders and other organizations to help achieve the goals of the

Risk management

Identify and evaluate the risks to the organization's property, goodwill, and image and implement measures to control risks.

Working Conditions: As per letter of offer

REQUIREMENTS:

- Education: Graduate (Master's) degree in Public Administration or a related field required; Bachelors Degree in Administration could be considered.
- Experience: Minimum of five (5) years previous experience working with First Nation's organizations.
- Excellent written and oral communication skills.
- Knowledge of federal and provincial government policies and programs related to First Nation's governments and organizations would be an asset.
- Knowledge and appreciation of the First Nation Culture, language, values and political vision
- Other combinations of work/education equivalence could be considered.
- Travel required (following Public Health's measures due to Covi-19 pandemic)

KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge in leadership and management principles
- Knowledge in HR Management
- Exceptional time management skills and superior analytical skills
- Knowledgeable of human resources management
- Knowledgeable of project management
- Knowledgeable in the use of computers (Microsoft suite, internet, email, etc.)
- Demonstrate strong work ethics
- Ability to build and maintain relationships
- Ability to foster teamwork
- Ability to make decisions, think strategically, solve problems, situations/issues and work towards

Solutions

- Must have proven ability to multi-task, set priorities effectively and excellent attention to details.
- Demonstrated high level of accountability
- Must have the ability to meet time sensitive deadlines and excellent organizational skills and be able to establish and maintain effective working relationships with internal and external contacts.

- Must exhibit good leadership skills and be able to handle sensitive information in a confidential manner.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions

COMPENSATION:

The compensation package for this position will be within a competitive range and commensurate with the successful candidate's qualifications and experience.

Application deadline: June 25. 2021

How to apply: Send your resume, cover letter, and the names of three reference to adminassistant@nbapc.org or Mail or drop off your package at 320 St Mary's Street, Fredericton, NB, E3A 2S4. We thank all applicants in advance; however, we will be corresponding only with those selected for an interview.