

POSITION DESCRIPTION

BUSINESS & ECONOMIC DEVELOPMENT ADVISOR

Position Summary:

The First Nations Fisheries Council of British Columbia (FNFC) is looking for a new team member with a background in business and economic development to join our team. This position will work with First Nations across BC with a focus on fisheries related economic performance initiatives, including local *Commercial Fishing Enterprises* (CFEs), and the *First Nations Fisheries Legacy Fund* (FNFLF).

Working as part of a team, you will provide a range of business support to the FNFC including collaboration with the PICFI Business Development Team (BDT), liaising with CFEs, including providing guidance on strategic planning, business planning, governance, project management, and fisheries business operations and supporting the development of the First Nations Fisheries Legacy Fund Society (FNFLFS). In addition to working directly with the CFEs, and the FNFLF Board, you will also contribute to broader organizational initiatives to support the FNFC mandate, including conducting research, preparing reports, engaging with partners, and providing advocacy for CFEs.

The successful candidate will have experience in building and maintaining strong relationships with First Nations organizations by taking a positive, constructive approach that is focused on capacity building, and the approach of building upon strengths.

Primary Responsibilities:

Supporting capacity development of the FNFC economic portfolio by reporting to the FNFC Executive Director on performance of the program by identifying and documenting First Nations perspectives and advice on related policy issues, and supporting operational metrics of the CFE initiative. This will be accomplished by collaborating with the BDT members as they provide business and administrative support to CFEs by developing strong relationships and acting as business advisors and advocates.

The primary responsibility will be to work collaboratively with the BDT members, who will work with CFEs to:

- Engage in ongoing strategy and planning activities to help the CFE devise and evaluate business and operational goals and work toward carrying out an action plan. Key annual deliverables for each CFE include a business plan and a training plan, and the BDT is expected to provide support and guidance on their preparation.
- Assess training and education needs and help CFEs access appropriate training based on their training plan.
- Create formalized CFE management practices and tools, including providing guidance on the development of policies, procedures and plans.
- Provide operational support by offering advice, problem solving, troubleshooting, coaching, and holding strategic sessions to work through issues.

Supporting the FNFLFS Board's strategic initiatives. The FNFLFS Board is comprised of representatives from the following First Nations : Katzie, Kwantlen, Kwikwetlem, Musqueam, Tsawwassen and Tsleil-Waututh. The fund's strategic initiatives are identified in the following areas:

- Governance and Management
- Planning and Project Development
- Research and Monitoring
- Fund Development.

Additional duties may include:

- Engagement with CFEs on an ongoing basis to check in on progress towards relevant reporting and application requirements.
- Keeping up to date with best practices and sharing/engaging with CFEs on best practices as appropriate.

- Providing ongoing reporting on CFE progress toward goals. Participate in weekly BDT team meetings to discuss progress and issues.
- Contributing to internal projects as required. Acting as a 'connector', linking CFEs to other CFEs, industry, non-governmental funders, etc. as appropriate.

Education and Experience

- The requirements for this position would typically be acquired through a degree in business, economics, community development, natural resources/fisheries or similar, plus five years related experience working in an advisory role with indigenous communities, and/or other related sectors in the areas of:
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 - Management, governance and administration;
 - Business planning, project management, and economic development;
 - Fisheries and natural resources.
- In addition, the ideal candidate will exhibit the following personal suitability characteristics:
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 - Self-directing and self-motivated, with flexibility and adaptability competencies, and able to work towards short and long term goals;
 - Experience with MS Office, particularly an intermediate working knowledge of MS Excel;
 - Experience preparing and/or evaluating business plans and business cases, including preparing detailed financial projections;
 - Experience producing succinct and effective reports and presentations;
 - Experience working with multiple stakeholders including fisheries and environmental advocacy groups, industry groups, and government (including First Nation governments);
 - Strong communications skills – writing, proposal writing experience, public speaking/facilitation, and active listening are critical to this role;
 - Experience working with Indigenous Peoples at a community and/or political level, particularly in the areas of economic development and natural resources/fisheries;
 - Understanding and familiarity with the fisheries industry, including knowledge of fisheries operations and financial management in BC is a significant asset.

Additional Expectations:

- Willingness to travel and work outside of regular office hours as required. Travel requirements may exceed 50% at certain times of the year. Travel to remote locations throughout BC may be required, generally by car, ferry, or small aircraft. The candidate must hold a valid driver's license.
- The successful candidate will be responsible for ensuring that strict confidentiality of all information obtained within and about each CFE,
- Preference may be given to qualified Indigenous candidates

To apply, for this opportunity please send your resume and a brief covering letter outlining your qualifications by **JUNE 23, 2017**, - to Ino Banesi at the First Nations Fisheries Council of BC at ino@fnfisheriescouncil.ca.

About PICFI

Initiated in 2010, the Pacific Integrated Commercial Fishing Initiative (PICFI) is a federal program designed to support the long-term economic viability of Pacific commercial fisheries and the sustainability of fisheries resources through advancing First Nations involvement in commercial fisheries and supporting the establishment of Commercial Fishing Enterprises (CFEs). There are 25 CFEs operating across BC, comprised of 96 First Nations.