



## Job Opportunity Executive Director

The Aboriginal Financial Officers Association of BC supports the dedicated individuals working in the fields of Aboriginal finance, administration and governance. By providing the highest quality training and professional development, offering the latest tools and resources, and lobbying for our members' needs, we work toward a vision of social, economic, and cultural prosperity for all Aboriginal people in BC.

*AFOA BC is people helping people.*

### **We are seeking an Executive Director to lead our team!**

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The Executive Director is responsible for ensuring the organization is operating in a manner that is consistent with its mission and strategic objectives. This position is responsible for establishing the long range direction of AFOA BC in accordance with the policies, decisions, and goals made by the Board of Directors, while maintaining the efficient and effective daily operations of the organization.

### **Key Duties & Responsibilities**

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- Participate with the BOD in developing a vision and strategic plan to guide the organization
- Conduct official correspondence on behalf of the BOD and jointly with the BOD when directed
- Represent the organization at activities to enhance the organization's community profile
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

- Develop an operational work plan which incorporates goals and objectives that work towards the strategic direction of the organization, and that reflect the priorities of the BOD
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval of the BOD and prepare procedures to implement the organizational policies; review existing policies on a bi-annual basis and recommend changes to the BOD
- Oversee the planning, implementation execution and evaluation of special projects
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the BOD
- Determine and recruit staff for organizational success to meet program delivery requirements
- Oversee the implementation of all Human Resources activities, such as maintaining up-to-date policies and procedures, job descriptions, recruitment process, orientation & onboarding and performance management
- Coach and mentor staff as appropriate to improve performance
- Work with staff & the BOD to prepare a comprehensive budget
- Work with BOD to secure adequate funding and other sources of revenue for the operation of the organization
- Administer the funds of the operation according to the approved budget and monitor the monthly cash flow of the organization.
- Identify and evaluate risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, image and implement measures to control risks

## **Experience, Education, Knowledge, Skills & Abilities**

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- Minimum 5 years of experience working for a First Nations in a leadership role
- Completion of post-secondary education in public sector management, aboriginal administration, or other relevant areas
- Certified Aboriginal Financial Management or Certified Aboriginal Professional Administrator designation is an asset
- Experience working in an office setting, using Microsoft Office Suite (Word, Excel, PowerPoint) with the ability to prepare spreadsheets and operate word processing programs and Adobe Acrobat

- Knowledge of BC First Nations political, economic and social circumstances and aspirations
- Ability to multi-task, prioritize, and be organized with the ability to stay focused and meet deadlines despite interruptions
- Strong oral and written communication skills to compose business correspondence

Please note; Use of your own vehicle will be required from time to time in order to attend business functions on behalf of the organization

## How to Apply

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Please submit your resume and cover letter to [careers@jouta.com](mailto:careers@jouta.com).

*Preference may be given to qualified applicants of Aboriginal ancestry. We appreciate all applicants, however, only those selected for an interview will be contacted.*

To learn more about AFOA BC, visit [www.afoabc.org](http://www.afoabc.org).