



MIKISEW CREE
FIRST NATION

mikisewcree.ca

OPPORTUNITY PROFILE **Chief Operating Officer**

ABOUT MIKISEW CREE FIRST NATION

Mikisew Cree First Nation signed Treaty 8 in 1899. The Mikisew Cree have resided in Northeastern Alberta since time immemorial.

The Peace-Athabasca Delta, which is in the centre of their traditional lands, is a unique international ecosystem which is cherished. It is the source of much that sustains them. When the fur trade came west and established a trading fort in this area, the Mikisew Cree were among those who traded furs.

The traditional lands of the Mikisew Cree First Nation range over much of the area where the Athabasca Oil Sands deposits have been found. Mikisew Cree First Nation shares this territory with four other First Nations that make up the Athabasca Tribal Council.

At the present time, most Mikisew Cree First Nation members reside in Fort McMurray, Edmonton, Fort Smith, NWT and Fort Chipewyan. Their Nation has the largest population of the five Athabasca Tribal Council Nations.

In 1986, a Treaty Land Entitlement was signed with Canada that created several Reserves in and around the Fort Chipewyan area and into the area north of Lake Athabasca.

The Mikisew Cree First Nation is proud of their heritage, and confident in its bright future.

THE OPPORTUNITY

Mikisew Cree First Nation (MCFN) is currently seeking a Chief Operating Officer (COO) to join the Team in Fort Chipewyan Alberta. MCFN is a Woodland Cree, Treaty 8 First Nation.

Reporting to and working closely with the Chief Executive Officer (CEO), the Chief Operating Officer, will be responsible for ensuring the effective execution of the MCFN strategic plan as a key member of the senior leadership team. The Chief Operating Officer establishes deadlines, monitors, and summarizes the progress of projects. Regular reporting will be managed to keep the CEO updated regarding the fluid status of projects as well as identifying challenges, risks, and offering solutions. The Chief Operating Officer's extensive experience and sound judgment to plan is imperative to accomplish goals and lead the team to success. The Chief Operating Officer will be responsible to ensure managers and their staff prepare effective fiscal and operating budgets and allocate spending accordingly.

We seek a dynamic individual with proven leadership skills to support and direct staff in the delivery of programs and services for Mikisew Cree First Nation Membership. The successful candidate will work closely with the CEO to implement short and long-term plans; identify priorities and support administrative practices to build a strong community with an accountable and transparent government with delivery of programs and services in a fair and equitable manner.

KEY ROLES & RESPONSIBILITIES

- Responsible for determining resolutions and directives as communicated and delegated by the CEO.
- Recommend initiatives within approved policies on all matters related to planning, organizing, motivating, coordination of programs areas and deliverables.
- Oversee the day-to-day operations including the management of all correspondence, delegating authority and concluding any internal negotiations or agreements.
- Develop and the implement programs and services and assist the CEO in achieving the MCFN's overall goals and objectives.
- Responsible for developing, administrating, and recommending policy to the CEO that will enable the efficient, effective, and professional operation of the administrative functions of the MCFN.
- Supervise program staff by providing leadership and expertise in the planning, development, and

implementation of the annual strategic plan.

- Oversee the development of departmental operational and capital budgets, short and long-term forecasts; as well as, seeking additional funding for operational and capital purposes.
- Lead a team of staff in a positive, professional manner ensuring a safe and healthy work environment.
- Ensures compliance with MCFN Human Resources policies and ensures all staff understand and follow approved policies.
- Assist in the delivery of effective communications on MCFN activities to the membership.
- Accountable for effective program delivery and fulfillment of all contractual obligations, including report writing and oversight for monitoring and evaluation.
- Manage performance and prepare quarterly reports.
- Drive and implement change initiatives.
- Provide support for resource planning and management.
- Assist in the development and support implementation of financial policies and procedures.
- Collaborate with Finance Manager to produce financial reports and budget projections.
- Oversee and administer funding contracts and reporting requirements.
- Support staff and contractors in drafting grant proposals and establishing program plans and budgets.
- Provide HR support in recruiting, coaching, and conducting performance planning and evaluation with staff.
- Assist in the development and support consistent implementation of HR policies and practices.
- Assist in the creation of a learning orientation within the organization supporting staff development and professional growth.
- Be a strong role model by demonstrating integrity, humility, teamwork and productivity.

THE PERSON

QUALIFICATIONS & EDUCATION REQUIREMENTS

- A degree in Business Administration or Management or a minimum of 4-5 years working with First Nations organizations in a management role.
- Solid understanding of Project Management and/or accounting and financial management combined with personnel management in a First Nations Government setting.
- The COO will have a high accountability to the CEO and is a natural leader with courage, humility and compassion and is a strong, humble team player.
- Must have an understanding and knowledge of First Nation processes and issues relating to First Nations programs, funding mechanisms and the working knowledge to conduct business within these areas.
- Knowledgeable of programs, regulations, and procedures, of Indigenous Affairs and Northern Development Canada; as well as funding available from provincial government departments.
- Proficient in word processing, databases, spreadsheets preferably in a network environment.
- Experience in managing human resources in complex environment, strategic planning, financial management and

administrative skills.

- Superior leadership, team building, negotiation, conflict resolution, decision making and change management, problem-solving skills.
- Ability to compile funding proposals with excellent written and oral communication skills.
- Demonstrated sound judgement, analytical and decision-making skills.
- Valid class 5 driver's licence and current clear criminal record check.
- A strong passion for Nation Building and the desire to make a difference for the future of MCFN.
- Knowledge of Woodland Cree First Nation culture and traditions and Woodland Cree language is desirable.

KNOWLEDGE, SKILLS & ATTRIBUTES

Humility: A humble leader who treats others with respect regardless of their position, role or title. A hard worker with a strong willingness to pitch in and do any detail accounting task, including entry-level tasks if required, to support the team. Effective at building positive relationships with staff and partnerships with stakeholders at all levels. Assertive, if required, without being aggressive. Values empowerment over micromanagement. Tactful and diplomatic.

Visionary Leadership: Very focused, strong organizational and time management skills to effectively manage multiple priorities and projects. Energetic and adaptable to new and changing situations. Acts as a servant leader who fosters positive relationships across different departments with various stakeholders. Sees and acts on immediate issues without losing sight of the long-term goals and objectives. An innovative and strategic thinker and planner, who can translate goals into an action plan. A coach and team builder—identifies and mentors future leaders. Models and fosters a proactive and results-oriented operating style with a strong client-service focus.

Change Agent: Drives change within the organization; able to view “big picture” and be detail-oriented simultaneously. Can manage short-term responsibilities while considering the long-term.

Financial Management: Proven ability to work in a fiscal environment of growth with a significant number of financial transactions. Timely and efficient in all budgeting, financing, and information reporting.

Operational Management: Clear focus on strategic planning and the ensuing design, implementation, and improvement of operational processes and procedures. Drives the monitoring of systems and procedures internally and shares knowledge with others. Ability to respect political needs and direction, while maintaining independent decision-making with sound judgment.

Politically Astute: Able to build on existing relationships and manage change with an awareness of stakeholder motivations and interests. Able to be discreet.

Cultural Sensitivity: Able to work in a culturally diverse environment in a respectful manner and willing to attend cultural training sessions.

Proactive and Results-Oriented: Able to focus initiatives and activities toward objectives of the Council and execute with minimal deviations from time and cost. Establish processes to adequately measure levels of success, growth, and revisions. Able to explain problems and come up with solutions.

Organization and Planning: Able to identify, evaluate, and develop actions needed to reach goals. Ability to recognize emerging issues through environmental scanning and objective rationale. Create, collaborate, and execute business and corporate initiatives on time and on budget. Strong problem solving and analytical skills with a commitment to teamwork and collaboration.

Achievement Orientation: Continuously seeks to stay current and be at the leading edge in their field. Driven toward

achieving results, understands organizational challenges and is a progressive “idea person”. Committed to excellence, innovation and continuous improvement in the workplace. Encourages others to achieve personal excellence.

Communication Skills: Possess excellent communication skills (verbal and written) and express thoughts in an organized and concise manner. Actively listens to the issues of others in a manner that fosters cooperation and support. Develops and delivers effective presentations. Has the ability to present information and ideas to diverse groups ranging from staff to the executive.

Professional Team Player: Honest and open to working with others and can build, develop and maintain relationships. Diplomatic and tactful. Demonstrates sound judgement and common sense.

Committed to Personal Development: Seeks ways to stay current and committed to learning. Self-motivated and self-directed and able to work independently with a proactive approach.

COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION, PLEASE CONTACT

Anurag Shourie or Wendy Romanko

Leaders International Executive Search

Suite 501 Fox One

10226 – 104 Street

Edmonton, AB T5J 1B8

Phone: 780-420-9900

Email: Edmonton@Leadersinternational.com