



Songhees Nation Job Posting

Permanent Full Time

JOB TITLE:	Executive Director		
Reports to:	Chief and Council	Salary Scale:	TBD
Department:	Governance and Administration	Deadline:	November 05, 2021 11:59 pm

JOB POSTING:

Songhees Nation is looking for a bright energetic individual to fill the position of Executive Director, reporting to the Council, the Executive Director is responsible for leading the planning, organization, implementation and evaluation of the overall management of day-to-day operations of the Nation, including accountability for:

- Governance
- Financial Management
- Human Resource Management
- Operations – Programs and Services
- Communications and Community Engagement

The ideal candidate for Songhees Nation Executive Director will be a strong leader with the humility to follow the lead of a self-determining First Nation. The Executive Director is responsible for implementing the Nation’s Strategic Plan, leading a diverse staff and serving the evolving needs of a small but dynamic community. The Executive Director must adapt to changing circumstances.

The ideal candidate will have experience leading an Indigenous Organization, or similar not for profit organization, an understanding of First Nation’s history and respect for Indigenous Culture, or a demonstrated willingness and commitment to learn.

The ideal candidate will have senior management experience with strategic planning, financial management, budgeting, reporting, negotiating, contract management, project management, communications, policy development and proposal writing.

REQUIRED EDUCATION AND EXPERIENCE:

- Degree in Business Administration, Public Administration or related field; and
- Minimum of 8 years’ experience in the provision of operations management; and
- Minimum of 5 years’ experience leading employees, and liaising with various regulatory agencies; or
- An equivalent combination of education, training and experience;
- Experience developing written reports, proposals, policy and procedures and presentations;
- Experience in the development, management and control of operating budgets

Please send resumes to: Felicity Peters, Human Resource Manager
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