

TÓMIYEQW

Development Corporation

Tomieq Development Corporation has been borne to create economic opportunities for Skowkale First Nation. Accordingly, it is seeking a qualified and experienced Executive Director to get the Corporation off the ground on behalf of the Board of Directors.

EXECUTIVE DIRECTOR

FULL-TIME (6-month term position, with potential for extension) Salary: \$50,000

The Executive Director will oversee the administration of the Tomieq Development Corporation. This role will identify business opportunities, assess their feasibility and market position, and present proposals to the Board of Directors for approval. This position is pivotal in developing and maintaining relationships that provide economic growth for Skowkale. In addition, the Executive Director is responsible for planning, evaluating, organizing, and executing economic projects in line with the corporation's mandate.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Identify economic opportunities, assess feasibility & market position, and ensure alignment with the directives of Tomieq Development Corporation
- Develop relationships with industry, government, funders, business, and First Nations partners
- Engages with shareholders regularly to ensure alignment
- Develops proposals and presents to Board for review and approval
- Securing funding for projects through a variety of sources
- Develop and manage an operating budget
- Recruiting, hiring, and onboarding positions as needed
- Facilitates the development and implementation of a strategic plan on behalf of the Board
- Develops annual work plans to address goals and outcomes identified in the strategic plan
- Administer economic development programs and projects
- Develop and recommend policies relating to economic development programs and projects

SUCCESSFUL CANDIDATES WILL HAVE/BE:

- Degree in Business Management, Indigenous Studies, Economics, Finance or related field
- Five years of experience working in an Economic Development capacity with a proven track record of success
- Knowledge of First Nation culture and working with First Nations and citizens
- Understanding of socio-economic factors, conditions, and developments of the region and the potential impacts on the economy and employment
- An extensive network of industry, government, contacts with the ability to build new relationships and maintain those connections
- Strong negotiation skills and a proven track record
- Ability to analyze business information and distill, summarize and share key information with others to assist in decision making
- Satisfactory Criminal Records Check
- Valid BC Class 5 Driver's license
- The office is a shared space. Multi-tasking and deadlines can be expected.

HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to manager@skowkaefn.com by *(Please include position title in the subject line)*. **OPEN UNTIL FILLED**

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Preference may be given to candidates of First Nations ancestry and have knowledge of local First Nations traditional customs and practices.