



Penticton Indian Band

R.R. #2, Site 80, Comp.19

Penticton, British Columbia

Canada V2A 6J7

Telephone: 250-493-0048 Fax: 250-493-2882

EMPLOYMENT OPPORTUNITY

Penticton Indian Band

Posting Date: February 2, 2018

Development Corporation Director (Permanent Full Time)

Classification: 4 - Executive

Reports to: PIBDC Board

Based in Penticton, BC, the Penticton Indian Band (PIB) Development Corporation (DC) is wholly owned by the PIB and is the key player in the economic development and oversight management of new business within PIB Traditional Territory. The PIBDC is mandated the authority and responsibility to manage a PIB group of companies for the economic benefit of the PIB membership. The Director reports to the PIBDC Board and is responsible for leading, planning, managing and implementing PIBDC strategic economic development plans, business plans, policies and procedures. The role provides high level guidance, leadership and support to all current PIBDC entities.

The Director will provide for an effective teamwork environment with existing PIBDC staff and the entities utilizing strategic leadership skills to achieve the vision, mission, strategic economic development goals and financial objectives for PIBDC. The Director assists in short and long-term strategic planning with a view to ensuring PIBDC achieves defined goals, objectives and outcome generated project completion. The Director will lead quality assurance reviews for the PIBDC and all entities with a view to identifying areas for improved business practice.

Duties & Responsibilities include:

- Accountable directly to the PIBDC Board on all day to day administration functioning;
- Reports on PIBDC operations, including progress reporting on strategic and annual plans, financial performance against approved budgets and status of compliance with any funding sources that may be accessed;
- Supervises and provides direction to PIBDC financial accounting staff and PIBDC senior management positions;
- Senior oversight and support to PIBDC companies/entities, which includes working to establish business plans, establishment of objectives and priorities, evaluating performance and addressing concerns and issues;
- Works with the PIB Director Human Resources on all PIBDC and companies/entities human resources services including playing a central role in the recruitment, screening and selection of all staff ensuring fair and transparent hiring practices and application of approved personnel policies;
- Plans, coordinates and reviews, in conjunction with senior financial accounting staff, senior management, and PIBDC Board on annual budget forecasts, work plans financing, monthly financial statements, quarterly reviews of progress against annual plans and annual audits;
- Monitors and controls PIBDC corporate budget requirements, including authorization of expenditures as required;
- Ensures PIBDC has a solid strategic plan to achieve its mission and against which consistent and timely progress is measured;
- Provides clear, consistent and strategic support to PIBDC staff and companies/entities in the design of strategic business targets and plans and clarifies outcomes and behaviour;
- Works cooperatively with PIBDC staff and companies/entities to promote, market and negotiate means by which all can maximize capacity to generate wealth and businesses relevant to the PIBDC membership interests;
- Directs the execution and maintenance of all legal documentation and other official records duly authorized by the PIBDC Board and ensures compliance with applicable laws and regulations; and
- Ensures the capacity is in place for maintaining timely, transparent and effective financial accounting and management information for all business and for PIBDC as a whole.

Qualifications/Requirements:

- A degree in Business or a related field combined with strong demonstrated economic development, business and financial management experience at a senior level;
- Equivalent education and at least 7 - 10 years experience will be considered preferably in a First Nation territory environment;
- Demonstrated ability to develop an understanding of complex agreements and use those agreements to advantage in developing profitable business opportunities;
- Experience conducting negotiations;
- Excellent team building skill with staff supervision and general management;
- Experience in conflict management, mediation and problem solving;
- Financial management skills;
- Competence in the use of modern technology in an MS Office environment.

Core Competencies:

General Management Skills

- Experience working at the Senior Director management level including the ability to direct, supervise and evaluate the performance of personnel to meet the dynamic goals of an economic development environment;
- Ability to build, adjust and manage budgets within policy and to meet business needs;
- Ability to lead, direct and manage policy development and delivery;
- Strong decision-making, conflict resolution and problem-solving skills;
- Ability to manage stress effectively;
- Excellent organizational and time management skills;
- Knowledge of applicable legislation;
- Ability to build and manage professional teams.



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Economic Development Knowledge and Skills

- Ability to monitor and understand key trends in the economic realities of the PIB and surrounding region including trends that will affect stability;
- Capacity for strategic thinking and planning aimed at identifying business and economic development opportunities in support of PIBDC mission and goals;
- Ability to manage the various processes and stages involved in effective decision-making relevant to venture development;
- Ability to establish and maintain strategic partnerships aimed at meeting the mission and goals of PIBDC;
- Ability to systematically build and strengthen the PIBDC as the PIB economic development corporation;
- Ability to work as part of a team that can assist PIB in negotiating the economic aspect of Impact Benefit Agreements.

Business & Economic Development

- Sound knowledge and ability to undertake and manage the full business development process – opportunity identification, venture screening, pre-feasibility, feasibility and business planning and financial packaging;
- Financial analysis related to business development planning and business management;
- Capacity to write professional documents relevant to all aspects of the business and economic development and management process;
- Basic understanding of the regulatory and legislative context within which businesses operate;
- Ability to build and execute negotiation strategies focused on building effective joint ventures and strategic partnership;
- Sound knowledge and skills related to ensuring good governance at the Board level to ensure Boards created through joint ventures and subsidiaries are effectively discharging their responsibilities;
- Ensure Board(s) are fully aware of the PIBDC activities and prepared to make the high level decisions required to support the PIBDC.

Interpersonal Skills

- Excellent professional, mature communication skills including oral and written and in an on-line environment;
- Ability to listen, motivate and support others to work effectively in a team environment;
- Discretion, tact, compassion, respect and good judgment;
- Ability to resolve conflicts, develop strong teams and foster unity;
- Ability to work effectively as part of a senior director management team;
- Ability to establish and maintain professional working relationships with PIBDC, PIBDC entities, PIB staff, PIB members, general public, external business and government professionals;
- Ability to work flexible hours;
- Ability to maintain confidentiality.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career **respond with Cover Letter and Resume by Closing Date 5:00pm (PST) February 16, 2018 to the attention of: Director, Human Resources, Email: Jobs@pib.ca** or mail to the address above. **A detailed job description is available upon request.**

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. **We thank all those who apply; however, only those candidates selected for interview will be contacted.***