

Chief Executive Officer

Reports To: President and Board of Directors
Organization: Lytton First Nation Economic Development Corporation
Date: September 2024

ABOUT LYTTON FIRST NATION ECONOMIC DEVELOPMENT CORPORATION

The Lytton First Nation Economic Development Corporation (LFNEDC) is the business and economic arm of the Lytton First Nation, focused on driving sustainable economic growth and prosperity for the community. The Corporation is tasked with identifying, developing, and managing economic opportunities that align with the Nation's values, culture, and long-term goals. LFNEDC is at an exciting juncture, experiencing significant growth and transformation. They are seeking an experienced and dynamic leader to drive this momentum and help shape their future.

ABOUT THE CHIEF EXECUTIVE OFFICER

Under the guidance and direction of the LFNEDC Board of Directors, and in close collaboration with the LFN Chief and Council, the CEO will lead, plan, and manage all operations and programs for the Corporation. This dynamic role requires a leader with a proven track record in strategic leadership, creative problem-solving, and strong communication and interpersonal skills to drive the ongoing development and success of both new and existing initiatives. As CEO, you will be instrumental in navigating LFNEDC through its current growth phase, building an organizational structure that delivers exceptional customer service, fosters teamwork, and ensures quality, cost-effective solutions. Your leadership will also shape the Corporation's ability to adapt to future challenges and opportunities. This is a unique opportunity for a visionary leader with a growth mindset to make a lasting impact on the success of Lytton First Nation and its Development Corporation.

KEY LEADERSHIP ACCOUNTABILITIES

Strategic Leadership

- Lead and inspire the LFNEDC through a phase of growth. Develop and execute strategic initiatives that align with the Corporation's goals and the broader aspirations of the Lytton First Nation.

Operational Oversight

- Manage day-to-day operations and programs. Ensure the delivery of high-quality, cost-effective services while fostering a culture of teamwork and adaptability.

Organizational Development

- Design and implement an effective organizational structure that supports growth. Drive a dynamic and innovative environment that meets evolving needs and challenges.

Stakeholder Engagement

- Work closely with the LFNEEDC Board of Directors, LFN Chief and Council, and other key stakeholders. Provide regular updates and strategic briefings on project progress and opportunities.

Financial Management

- Oversee financial planning and management, including budgeting, forecasting, and compliance with Generally Accepted Accounting Principles (GAAP).

Project Management

- Collaborate with the Economic Development Manager and Implementation Manager on key projects. Assess the impact of past events such as the Lytton Fire and identify new economic opportunities.

Compliance and Reporting

- Ensure adherence to relevant legislation and protocols, including contribution agreements and legislative standards. Prepare and present detailed reports on work plan activities and financial status.

EDUCATION AND EXPERIENCE REQUIREMENTS

A University degree in Business, Administration, Finance, or a minimum of a college diploma with at least five years of proven managerial experience.

Experience and Skills

- Demonstrated experience in a senior leadership role, particularly in dynamic, growth-oriented environments.
- Advanced knowledge of First Nation governance, administration, and economic development is essential.

Strategic and Creative Thinking

- Ability to think strategically and creatively to drive the Corporation's growth and adaptation.

Financial Acumen

- Expertise in financial management, including budgeting and compliance with GAAP.

Leadership and Communication

- Superior leadership, team building, and negotiation skills.
- Excellent written and verbal communication skills.

Cultural Awareness

- Knowledge of Aboriginal culture, particularly Nlaka'pamux culture and history, is an asset.

Additional Requirements

- Willingness to undertake training or certification to enhance job proficiency.
- Must pass a criminal record check (CPIC).
- Must possess a valid BC driver's license with access to a personal vehicle.

TOTAL REWARDS

- Competitive salary \$100,000 – \$150,000/annum
- Housing provided by LFNEDC
- Benefits

We invite individuals interested in exploring this exciting opportunity to contact MNP. We appreciate the interest of all applicants; however, only those selected for interviews will be contacted.

Please submit your application through MNP's official process and avoid making speculative approaches to Lytton First Nation Economic Development Corporation or its staff members, as such approaches will not support your application.

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