

# EXECUTIVE SEARCH

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## CHIEF ADMINISTRATIVE OFFICER



Blueberry River First Nations  
Blueberry Reserve Road  
Buick, B.C.  
V0C 2R0

**MNP**  
LLP



# WHO WE ARE

At the heart of Blueberry River First Nations is the belief that we are stronger together. We are a self-governing Nation committed to building a thriving, self-sustaining community rooted in culture, governance, and economic prosperity. Guided by our values—Respect, Inclusiveness, Responsibility, and Pride—we work to enhance the quality of life for both current and future generations.

Located in northeastern British Columbia, we are proud members of Treaty 8, with both Beaver and Cree cultural groups forming one united community. Our mission is to empower our people, strengthen governance, and honor traditions while embracing new opportunities. Through integrity, respect, accountability, and unity, we ensure that every decision contributes to the collective well-being of our Nation.



## Our Vision

Blueberry River First Nations, a proud and unified people, will work together as a self-governing nation to ensure enhanced quality of life for current and future generations of our people to develop a sustainable, self-reliant and vibrant community that is built upon our traditional and forward-thinking values.

## Our Mission

Blueberry River First Nations, through transparent and accountable leadership, will assert the right to govern ourselves for the benefit of all current and future generations of our people, and exercise that right by building capable governing institutions and economics that align with our culture and values.

## Our Values

 Respect - Inclusiveness - Responsibility - Pride

# A DAY IN THE LIFE OF OUR CAO



Your morning starts with a visit from a community member—excited to share an idea for a youth program. You listen, knowing your role isn't to take over but to support and guide.

Midday, you meet with staff, helping to ensure they have the tools to do their best work. Tough conversations arise, but you navigate them with patience, knowing trust takes time to rebuild.

By the afternoon, you're balancing policies, planning, and unexpected drop-ins. An Elder stops by, sharing stories about how the Nation used to be. You listen, because leadership in our Nation starts with understanding.

As the day ends, you reflect: this role is more than administration—it's about **people**, **relationships**, and creating a **stronger future** for our Nation.

## COMMUNITY EXPECTATIONS

- Lead by example in upholding and guiding others to follow the values, teachings, and governance of Blueberry River First Nations.
- Present oneself in a manner that reflects respect, professionalism, and cultural integrity.
- Honour confidentiality and uphold trust in all matters related to the Nation and its members.
- Be willing to undergo periodic security and background checks as required.
- Be adaptable to the needs of the Nation, including flexible work hours when necessary.
- Demonstrate a deep commitment to the purpose, culture, and future of the community.

# WHO YOU ARE

You are a dedicated and visionary CAO who is ready to step into a leadership role that is more than just administration—it's about people, relationships, and building a stronger future together. If you believe in working *with* the community, not just *for* it, and are excited by the opportunity to make a lasting impact, we invite you to apply.

# WHAT YOU WILL DO

## **Governance and Leadership**

- Lead the development and implementation of strategic and operational plans, ensuring they reflect the vision and priorities of the community and leadership.
- Support Chief and Council in creating a path forward that aligns with traditional governance, values, and community needs.
- Provide guidance, recommendations, and ongoing reporting to Chief and Council on programs, services, and future opportunities.
- Facilitate meaningful engagement between leadership and community members, ensuring decisions reflect collective voices.
- Represent the Nation at local, regional, and national gatherings, strengthening relationships and advocating for the community.

## **Stewardship of People, Resources, and Finances**

- Oversee the Nation's financial well-being, including budgeting, payroll, funding agreements, and financial reporting.
- Ensure financial transparency and accountability by maintaining internal controls, fulfilling funding requirements, and upholding responsible spending practices.
- Guide the management of Nation assets, programs, and staff while upholding community values and expectations.
- Support staff with clear policies, procedures, and performance expectations rooted in a strong and respectful workplace culture.
- Lead the recruitment, onboarding, and performance management of employees in alignment with the Nation's needs and principles.

# WHAT YOU WILL DO

## Community-Centered Programs and Services

- Oversee the delivery of programs and services in key areas such as Education, Health, Infrastructure, Social Development, and Strategic Initiatives.
- Ensure services meet the evolving needs of the Nation while maintaining alignment with funding agreements and legislation.
- Establish and uphold policies and procedures that honour both traditional and contemporary governance practices.
- Identify risks and develop appropriate mitigation strategies to protect the well-being of the community and organization.
- Improve community capacity and promote a culture of continuous learning by encouraging further education, training, and professional development opportunities.

## Relationships and Communication

- Maintain strong relationships with community members, ensuring open and transparent communication about Nation initiatives.
- Develop and uphold meaningful partnerships with government agencies, businesses, and other organizations to support community priorities.
- Attend community events and gatherings, offering direct support and advocacy to members.
- Establish communication pathways for community feedback, ensuring voices are heard and considered in decision-making

# LIVED & LEARNED EXPERIENCE

- A Bachelor (or equivalent) degree in Business Management, Public Administration, or Finance
- Minimum of 7 – 10 years of related leadership experience, ideally in a management role for a First Nations organization, with responsibility for one or more of the following areas: financial management, budgeting, human resources management, program management, delivery and evaluation, policy development and implementation OR an equivalent combination of lived experience and learning.
- Certified Aboriginal Financial Manager (CAFM), Certified Aboriginal Professional Administrator (CAPA) or relevant certifications are considered an asset.
- A demonstrated record of successfully building effective relationships with community members and external participants.

# WHAT WE OFFER



**Salary:** \$140,000 - \$190,000.00 per annum

**Vacation:** 4 weeks plus

**Time Away:** Office closes 3 times a year for a week at least (spring break, summer, Christmas)

**Perks:** Vehicle and accommodations will be provided

**Benefits:** Full Health, Vision and Dental benefits paid by employee

**Development Opportunities:** Available after first year and a training bond, relocation assistance to be negotiated

**Relocation Support:** Negotiable on offer

## TO EXPRESS INTEREST

Interested candidates are invited to submit the following to:

**[Fred.punter@mnp.ca](mailto:Fred.punter@mnp.ca)**

Please include a ***letter of interest*** outlining how your previous experience and education would support this position and a *current resume*.

The successful candidate will be asked to provide references, proof of education, and a clear, vulnerable sector criminal records check. A valid BC Driver's License, a clean Driver's Abstract, and access to a reliable vehicle are required for travel within and beyond the community. We encourage applicants to submit applications as soon as possible, as applicants will be reviewed continuously. We thank all applicants for their interest; only those selected for an interview will be contacted.

***Persons of Indigenous ancestry will be given preference. s16(1) CHRA.***