



xʷməθkʷəy̓əm

Musqueam
Indian Band

MNP
EXECUTIVE SEARCH &
PROFESSIONAL RECRUITMENT

Chief Administrative Officer

(Vancouver, BC)

On behalf of our client, Musqueam Indian Band, we are actively seeking a Chief Administrative Officer to join their team! The Musqueam people are traditional speakers of hə́nq̓əmiṇə́m and constitute a robust and growing community, boasting over 1,300 members. Their community is situated on a small portion of their ancestral lands, known as the Musqueam Indian Reserve, located to the south of Marine Drive near the Fraser River's mouth. The name "Musqueam" is intricately tied to the River Plant, known as məθkʷəy̓. Passed down through generations, there is a compelling story that explains how they have come to be recognized as the xʷməθkʷəy̓əm (Musqueam) - People of the River Plant. Historically, they have moved within their territory, harnessing its abundant resources for fishing, hunting, trapping, and gathering. They have maintained their cultural distinctiveness and resilience despite enduring challenges posed by residential schools, colonial laws that sought to suppress their ceremonies, and other attempts at assimilation. Today, their lands and waters continue to serve as the bedrock of their cultural and economic practices, carrying within them the repository of knowledge and memory, intricately intertwined with their teachings and laws. To delve deeper into the rich heritage and culture of Musqueam, we invite you to visit their official website at www.musqueam.bc.ca.

The Chief Administrative Officer (CAO) is a key executive leader responsible for the overall management of Financial, Human Resources, and Administrative Services for the Musqueam Indian Band (MIB). Reporting directly to the Chief and Council, the CAO plays a pivotal role in driving the long-term strategic vision and goals of the MIB and ensuring the effective delivery of a wide range of programs and services.

This position is instrumental in supporting Musqueam's ongoing transition to Self-Government by fostering capacity-building initiatives, advancing community priorities, and aligning operational functions with the Band's cultural, values and traditions. The CAO works in partnership with the Chief and Council to ensure organizational efficiency, financial stewardship, and alignment with Musqueam's strategic objectives, building a foundation for sustainable growth and self-determination.

Key Responsibilities

Leadership

- Working with the Chief and Council, the CAO is responsible for the overall direction and reshaping of MIB Administration to renew and help rebuild a state-of-the-art administration for a First Nation operating under the Indian Act.
- Developing the MIB Administration to grow and serve Musqueam in Self Government.
- Promotes Musqueam culture and language and creates the first Musqueam Public Service under Self-Government.

Administration, Human Resources and Finance

- Fosters an organizational culture that reinforces MIB's mission and values, promotes ethical practices, and encourages individual integrity and accountability.
- Works with the Senior Management Team to set clear goals and objectives for MIB, and subsequently for all staff, in achieving the strategic and operational goals and objectives of MIB.
- Under the direction of the Chief and Council, continually evolves the multi-year Strategic Plan for the Musqueam Indian Band. Supports and provides advice on implementation of the strategic plan.

- Working with the CFO and the Governance Advisor to implement the Zero-based budgeting exercise and all budgeting matters relating to the 2022-23 budget exercise.
- Responsible for the preparation and recommendation to the Chief and Council of an Annual Budget for approval. Monitors expenditures, initiates change as appropriate to ensure that MIB's resources are prudently managed in accordance with approved budgets and regulations, safeguards and optimizes the assets of MIB, and ensures the integrity of MIB's internal control and management systems. Responsible for establishing and maintaining internal controls over financial reporting through appropriate policies and procedures.
- Identifies principal risks and recommends systems to manage these risks.
- The CAO is accountable for all staff in accordance with authorized policies and the direction of the Chief and Council.
- Responsible for the establishing and managing an effective, diverse management team. This includes ensuring the right people are in the right jobs to support growth goals and ensuring a succession plan is in place for all positions.
- Develops and recommends to the Chief and Council the overall corporate organizational structure, especially moving towards Self Government.
- Develops and maintains effective working relationships with all of Council, community members and staff.

Alignment between Council and Administration

- Oversees the Secretariat function for the Chief and Council.
- Oversees the activities of the Chief and Council's support/administrative staff.
- Works with the Council and staff to set medium and short-term agendas, coordinate meetings, record Resolutions, meeting minutes, decisions, regulations, policies and proceedings.
- Designs and implements a process for recording and monitoring the Resolutions of Council.
- Provides updates to the Chief and Council regarding all matters of administration.
- Manages, along with the Council, a short-term administrative agenda as well as a medium-term multi-year agenda.
- Under the direction of the Chief and Council, makes adjustments as necessary to ensure operational goals are achieved.
- Works closely with the Chief and Council in the coordination and release of community and public information.

Moving the Musqueam Indian Band Administration towards Self Government

- Responsible for reviewing all policies, procedures and processes to align with the responsibilities of Self-Government.
- Works in partnership with the Chief and Council to build the necessary capacity to support the transition to Self-Government.
- Works closely with the Chief and Council and the teams that will be appointed for the various phases, to ensure a smooth implementation to a self-governing body.
- Ensures that staff are properly equipped for the transition to Self-Government.
- Works closely with a team of expert consultants to assist the Chief and Council in a smooth transition to Self-Government.
- Performs other related duties as required.

Skills and Qualifications

- Post-secondary education in business, management, political science or a related discipline; or a combination of education, training and experience.

- Experience working on or with one or more Chairs and Boards of Directors of non-profit, governmental, or non-governmental organizations is an asset.
- A minimum of 3 years of directly related experience at a management level, leading a multi-disciplinary team within First Nations political organizations, governments and/or businesses.
- Demonstrated leadership, organizational, and management skills, including directing and motivating staff, planning, organizing, prioritizing, and scheduling tasks in accordance with strategic and work plans; and the ability to lead a planning process.
- Excellent administrative and human resource skills.
- Demonstrated strategic and analytical critical thinking abilities.
- Creative thinker with highly developed problem-solving skills.
- Strong verbal and interpersonal communication skills, including the ability to communicate effectively with a variety of people, including the Chief and Council, staff, membership, government officials and media.
- Demonstrated proficiency in written communications, including the ability to write clearly and succinctly for a variety of purposes and audiences, and to optimize interaction with the Chief and Council, staff and consultants of the Musqueam Indian Band.
- Extensive knowledge of Musqueam people, traditions, teachings, culture, protocols and practices.
- Knowledge of federal, provincial, municipal and Indigenous governments.
- Knowledge of Indigenous title and rights and the legal landscape affecting this area.
- Extensive and thorough knowledge demonstrated leadership, organization, and management skills, including directing and motivating staff, planning, organizing, prioritizing, and scheduling tasks in accordance with strategic and work plans, and the ability to lead a planning process with a senior team.
- Significant experience and knowledge in change management, developing effective management teams, and professional development.
- Ability to manage a variety of overlapping projects.
- Knowledge of financial management practices, including the ability to seek funding, prepare proposals, manage budgets, financial reporting, capital funding, contracts, and partnerships.
- Superb interpersonal skills, a strong network of contacts, and proven negotiation and conflict resolution skills.
- Demonstrated superior tact, integrity, diplomacy, judgement, and decision-making skills and abilities.
- Demonstrated success in building relationships and negotiating favourable outcomes.
- Ability to work under tight deadlines.
- Advanced knowledge of computer programs such as Excel, Microsoft Word, PowerPoint, Outlook, email, wireless communications, etc.

Working Conditions

- The work is performed in an office environment.
- Able to work a varied work schedule including evenings and weekends. Some travel required.
- Valid Driver's License required with access to a vehicle for work purposes.
- Successful Criminal Record Check.

Join the Musqueam team and become an integral part of their community-focused First Nations Government, deeply rooted in the wisdom of their heritage. This role is based out of Musqueam's Administrative Office, which maintains a drug and alcohol-free environment, fosters a welcoming business casual culture, and grants access to a community fitness center and gym. Additionally, employees will enjoy the advantages of a comprehensive group benefits plan and a pension plan. Conveniently situated with ample free parking, picturesque nature trails at UBC, and the tranquility of the nearby Fraser River, you'll thrive in a dynamic work setting surrounded by diverse shops, restaurants, and services.

If you feel you have the demonstrated background and are interested in learning more about this opportunity, please forward your resume to kam.ketler@mnp.ca. Please submit your application through MNP's official process and avoid making speculative approaches to Musqueam Indian Band or its staff members, as such approaches will not support your application. We thank all candidates for their interest; however, only those selected to move forward will be contacted.