



# *Bimose Tribal Council Inc.*

Head office: Washagamis Bay 38A, P.O. Box 1200, Kenora, Ontario P9N 3X7

Central Office: 598 Lakeview Drive, Kenora, Ontario P9N 3P7

Phone: 807-468-5551 Fax: 807-468-3908



## **EMPLOYMENT OPPORTUNITY**

### **Executive Director Full Time, Permanent**

**SUMMARY:** Reporting to the Board of Directors, the Executive Director is responsible for the overall successful leadership and management of the organization and associated entities according to the strategic direction set by the Bimose Tribal Council Board of Directors and Council of Chiefs in a manner consistent with the mission and goals of the organization and associated entities. Key areas of responsibility include Leadership, Planning and Management of Operations, Programs, Human Resources and Finance, Community Relations/Advocacy, and Risk Management.

#### **DUTIES:**

- Participate with the Board of Directors and Council of Chiefs in developing a vision and strategic plans to guide the Tribal Council and associated entities
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization and associated entities
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Monitor the planning, implementation, delivery and evaluation of the organization's and associated entities' programs and services
- Oversee the planning, implementation, execution and evaluation of special projects
- Determine management staffing requirements for organizational and program delivery
- Provide leadership to establish a positive, healthy and safe work environment in accordance with all applicable legislation and regulations and conducive to effective working relationships
- Oversee the implementation of the human resources policies, procedures and practices; interprets and applies all policies
- Work with Management staff, the Board of Directors and Financial Committees to prepare a comprehensive budget for the organization and associated entities
- Work with the Board of Directors to secure adequate funding for the operation of the organization and associated entities
- Research funding sources, oversee the development of fund raising plans and write funding proposals to augment the funds of the organization and associated entities
- Establish effective working relationships and mutual arrangements with communities, funders, government agencies, elected officials, and other associations to help achieve the goals of the organization and associated entities
- Identify and evaluate the risks to the Tribal Council's individuals (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Other duties as assigned.

#### **QUALIFICATIONS:**

- Degree or diploma in a related field or equivalent experience
- Five (5) or more years of progressive management experience in organizational administration or public administration
- Knowledge of leadership and management principles as they relate to the Tribal Council
- Knowledge of current community challenges and opportunities relating to the mission of Bimose Tribal Council Inc.
- Knowledge of all federal and provincial legislation applicable to the Tribal Council including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage, etc.
- Knowledge of human resource, financial and project management
- Sound understanding of risk management
- Experience and proven skills in proposal writing and business development

#### **COMPENSATION:**

- The position of Executive Director is a salaried Management position. Salary will commensurate with experience.

Along with their resume and cover letter, applicants must submit a current criminal record check and three references with at least one from their last place of employment. A cover letter and a resume with three professional references must be submitted by **September 13, 2019.**

**PLEASE SUBMIT APPLICATION BY MAIL, E-MAIL, IN PERSON, OR FAX TO:**

**Tamara Murphy  
Human Resource Administrator  
c/o Bimose Tribal Council Inc.  
598 Lakeview Drive  
Kenora, ON P9N 3P7**

**Telephone: (807) 468-5551 • Fax: (807) 468-3908 • e-mail: [tmurphy@bimose.ca](mailto:tmurphy@bimose.ca)**

Late applications will not be accepted. Only those applicants selected for an interview will be contacted. Call the Bimose Tribal Council at 807 468 5551 ext 244 with questions or address email to the attention of the Human Resource Administrator at [tmurphy@bimose.ca](mailto:tmurphy@bimose.ca).