



PATHWAYS
EXECUTIVE SEARCH



Chief Administrative Officer **Garden River First Nation**





The Community

Garden River First Nation (GRFN) is a vibrant Ojibway community located near Sault Ste. Marie in Northwestern Ontario. Also known as The Creator's Garden, the community's name stems from the fur trade as the community was well known for growing produce along the routes. GRFN are signatories to the Robinson Huron Treaty, signed in 1850. There are approximately 1,000 members living within the community, with a total membership of 2,951.

GRFN are affiliated with Mamaweswen (The North Shore Tribal Council), which represents seven First Nations located along the North Shore of Lake Huron within the Robinson-Huron Treaty area. The Mandate of Mamaweswen assists and facilitates the activities of the member communities of The North Shore Tribal Council. This is done in a manner that promotes the cultural, spiritual, political, economic, environmental and social well-being of the member First Nations.

GRFN is governed by Chief Karen Bell and seven Councillors who were elected in September 2023 and will serve a four-year term. A General Council meeting is held monthly along with regular working meetings, bi-weekly, to oversee administrative matters. GRFN administers a variety of programs and services and employs approximately 200 people.

The community has several departments including but not limited to:

- Finance
- Health and Wellness
- Child and Family Services
- Capital Projects
- Public Works
- Housing Services
- Education
- Lands and Resources

The Community continued

Mission

In the spirit of GRFN's ancestors and their Treaty, the community endeavours to conduct itself in a manner that is consistent with the Seven Grandfather Teachings given by the Creator. GRFN envisions a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions GRFN intends to create a self-sustaining community that fulfills the emotional, physical, mental and spiritual well-being of all members.

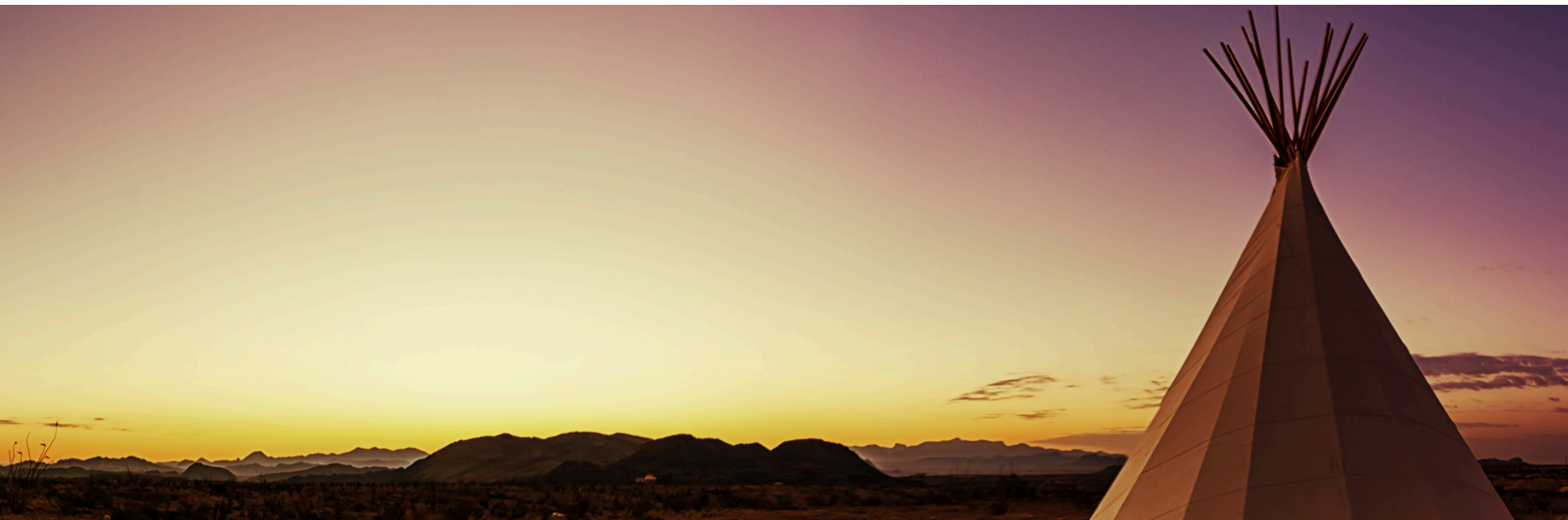
To learn more about Garden River First Nation, please visit:

<https://www.gardenriver.org/site/>

The Opportunity

GRFN Chief and Council are seeking a Chief Administrative Officer (CAO) who will be responsible for the overall planning, organization, directing, and controlling of all programs and services of Garden River First Nation.

A culturally astute and community-centered leader, the CAO functions within the legislative requirements, regulations, policies and procedures and the Mission, Beliefs, and Vision of the Garden River First Nation. They will contribute to the accomplishment of the strategic priorities while overseeing the administrative duties of the department managers.



The Candidate

Reporting to Chief and Council of GRFN, the CAO is a pillar in the executive team and will leverage their extensive experience within a First Nations community to support the administrative functions of the Nation.

Key Responsibilities

Gives vision, meaning, direction and focus to the organization demonstrated by:

- Achieving the objectives for the First Nation and providing direction through the application of policies and procedures, and ensuring the ongoing success of the administration of Garden River First Nation;
- Assisting and/or developing proposals for submission to funding agencies;
- Assisting and developing policies and procedures regarding the overall management of the Garden River First Nation;
- Facilitate all administrative operations, ability to handle human resources, government affairs, First Nations laws, regulations, policies and procedures;
- Ensuring that all reporting requirements of the various Programs are made in a timely manner, both to the funding agency (if any) and Chief and Council through the presentation of oral/written reports;
- Reviewing drafts of all by-laws and administrative policies and submitting to Council recommendations on such draft by-laws and policies and advising Council on implementation and enforcement strategies;
- Apprising Chief and Council of correct channels to follow and of policies and procedures previously adopted;
- Establishing and maintaining appropriate lines of communication with Chief and Council, Garden River First Nation staff and First Nation members; acting as a liaison with Chief and Council;
- Attending all Council meetings and with the right to make observations and suggestions on the subjects under discussion (but not vote on the subjects);
- Execute work policies leading the ideation, planning, and implementation of new and existing terms and strategies directed by Chief and Council;
- Meeting with Program Managers (Management Advisory Group) collectively once per week to discuss matter of policy which have been agreed upon by Council;
- Maintaining updated knowledge of governmental policies and procedures so that these may be implemented in the best interest of the Garden River First Nation; and
- Ensuring that Band Council Resolutions (BCR's) approved by Chief and Council are followed up on in a timely manner.

The Candidate continued

Creates a successful organization by effective management and leadership demonstrated by:

- Overseeing and planning the long-term growth and success of the Garden River First Nation;
- Overseeing the management and development of human and financial resources in accordance with objectives and plans;
- Assisting in the development and overseeing the implementation of the Garden River First Nation goals and objectives;
- Organizing and directing the preparation, reviewing and submitting to Council the annual review of the finances and administrative activities of the Garden River First Nation for the preceding year, prepared by Managers;
- Providing supervision and monitoring performance, training and continuing skill development of the Garden River First Nation staff;
- Ability to lead team of directors, managers, overseeing major decisions including acquisitions, joint ventures, large-scale expansions and high-level employment decisions;
- Ensuring all information is disseminated to the band members as required;
- Ensuring reports/concerns of First Nation band members are directed and gathered and proper follow-up is provided; and
- Communicating mechanisms to Chief and Council, Managers/Staff, Band members and intergovernmental.

Ensures effective financial management through deficit-free operations and financial efficiencies demonstrated by:

- Providing direction and guidance in the development of financial policies, guidelines and procedures to meet the requirements for financial control and accountability;
- Ensuring the preparation of individual programs and overall operation budgets in collaboration with Program Managers;
- Manage organizational liabilities, serve as point of contact for organization and external;
- Ensuring all reporting requirements of the various Programs are made in a timely manner, both to the funding agency (if any) and to the Chief and Council;
- Maintaining and disseminating updated information regarding financial policies and procedures;

The Candidate continued

- Ensuring an audit is undertaken of First Nation funds and review said audit with the auditors, Program Managers and the Chief and Council; and
- Undertaking corrective measure with the Chief and Council and/or the Program Manager of any irregularities in the adherence to the financial policies and procedures of the Garden River First Nation.

Ensures effective human resources management demonstrated by:

- Ensuring efficient, productive and well-motivated staff are maintained through consistent application of Personnel Policies;
- Providing overall supervision and direction to Managers in the performance of their duties by planning, organizing, directing and controlling;
- Planning, organizing and directing all aspects of Human Resources within the GRFN, including workforce planning, recruitment, selection, hiring, training, compensation, Occupational Health and Safety, labour standards and staff relations; and
- Ensuring an Annual Human Resources Plan is developed and maintained.

Promotes and ensures a safe workplace environment demonstrated by:

- Maintenance of knowledge and compliance with the provisions of the Occupational Health and Safety Act and regulations and all workplace health and safety policies, programs and practices;
- Reporting immediately any contravention of the Occupational Health and Safety Act or any workplace hazard, the absence or defect of any protective device of which the employee is aware which may endanger self or others, including employees and clients, to the immediate supervisor, any other manager or the Band Manager, as appropriate; and
- Complete all required Health and Safety training, maintaining all current certificate requirements.

Facilitates internal relations with all staff and clients of the First Nation programs and services demonstrated by:

- Communicating all matters of importance to appropriate members of the organization in an accurate and timely fashion;
- Participating in meetings;
- Listening carefully to others; and
- Communicating in a professional manner.

The Candidate continued

Effective external relations with potential clients, other organizations and within the community demonstrated by:

- Communicating all matters of importance to appropriate members of the Centre in an accurate and timely fashion;
- Listening carefully to others;
- Attracting new clients to programs and services; and
- Communicating in a professional manner.

Excellent professional (ethical/moral) conduct demonstrated by:

- Manifesting superior personal integrity, an awareness and an adherence to high standards of ethical behaviour;
- Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport;
- Set realistic, specific goals and objectives; and to prioritize objectives and monitor related activity in support of set goals and objectives; and
- Compliance with organizational values and statement of confidentiality.

Qualifications, Skills, and Abilities

- Experience in preparation, contribution agreements and reporting requirements;
- Knowledge of workplaces, federally regulated organizations, organizational structures, oversee resource allocations;
- Strong and proven negotiation skills;
- Ability to use good judgment in assessing difficult situations;
- Ability to work under pressure to meet deadlines;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Excellent computer skills (including MS Word, Word Perfect, Excel, Internet, Email, Outlook);
- Ability to report for work as scheduled; and
- Must undergo a criminal record, vulnerable sector and financial background check prior to employment.



The Candidate continued

Education

- Post-secondary degree in Business Administration or its equivalent is an asset; a combination of education and lived experience will be taken into consideration.

Experience

- At least five (5) years related experience in an organization of similar size at a senior management level.
- Experience working within a First Nation is an asset.
- Experience in preparation, contributing agreements, and reporting requirements.
- Working knowledge of workplaces, federally regulated organizations, organizational structures, oversee resource allocations.

The Location

Traditionally known as Ketegaunseebee, Garden River First Nation is located near Sault Ste. Marie in Northwestern Ontario, nestled between Lake Huron and Lake Superior and near the Wisconsin border in the USA. The region carries an abundance of cultural heritage and significance for the Indigenous Peoples who have occupied and taken care of the region since time immemorial. Surrounded by natural resources, the area is a gathering place for many Anishinaabe people of the Great Lakes and is an emerging place for Indigenous tourism.



To Apply

To apply, please submit a Cover Letter and Resume, in PDF format, directly to Pathways Executive Search outlining your interest, qualifications, and experience to Applications@PathwaysExecutiveSearch.com

For more details or to further explore this important leadership opportunity, please contact:

Joy Beshie • Principal
Pathways Executive Search

Telephone: 613-296-2315

JoyB@PathwaysExecutiveSearch.com

Amelia Williams • Senior Consultant
Pathways Executive Search

Telephone: (905) 995-3148

AmeliaW@PathwaysExecutiveSearch.com

Pathways Executive Search is a national recruitment firm offering Indigenous-focused professional services. With a mission to make recruitment and career journeys less challenging and more equitable, Pathways is guided by Indigenous values and principles of Indigenous inclusion, which underscore the capacity to build an inclusive process for all racialized and equity-deserving professionals.