

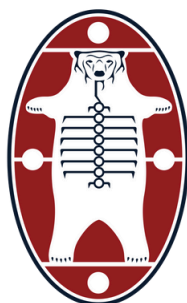


PATHWAYS
EXECUTIVE SEARCH



Chief Administrative Officer

Nishnawbe Aski Nation



Nishnawbe
Aski Nation

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The Organization

Nishnawbe Aski Nation (NAN) – established in 1973 and formerly known as Grand Council Treaty No. 9 until 1983 – stands as an advocate of community empowerment, representing the inherent rights and sovereignty of the 49 First Nations within its vast territory. In 1977, Grand Council Treaty No. 9 made a public declaration – A Declaration of Nishnawbe Aski (The People and the Land) – of our rights and principles.

Encompassing the expansive James Bay Treaty No. 9 and the Ontario portion of Treaty No. 5, our territory blankets two-thirds of the Province of Ontario, spanning 210,000 square miles. Within these lands, our people traditionally speak Cree and Algonquin in the east, Ojicree in the west and Ojibway in the southern area.

At NAN, we are more than just an organization – we are a force for positive change, advocating for the rights, self-determination, and well-being of our members. With a total population of 45,000 individuals both on and off-reserve, our member Nations, most grouped by Tribal Councils, find strength in unity and solidarity. Notably, six of our member nations are unaffiliated with a specific Tribal Council, yet equally integral to our collective vision.

To learn more about the NAN, including Annual Reports, Affiliated Organizations, and Resources, visit www.nan.ca



The Role - Chief Administrative Officer

Under the political direction of the Executive Council and based in Thunder Bay, Ontario, NAN's new Chief Administrative Officer (CAO) will have the overall responsibility for the organization, direction, and operation of the NAN administration office.

The NAN is seeking a collaborative CAO who will partner to build and deliver upon a shared vision and realize over-arching community goals. The CAO is a strong, driven leader who will be responsible for both strategic planning and daily operations, providing executive leadership and mentoring to a highly dedicated team of professionals. This individual will have a deep understanding of NAN communities' unique cultural and political context and will be dedicated to working closely with them while facilitating and embodying teamwork and integrity.

The Role (cont'd)

The CAO will ensure the Organization complies with relevant legislation, organizational strategies, policies and procedures, and jurisdictional responsibilities while meeting community-driven needs and ensuring Council decisions are implemented in a timely manner. The CAO will guide the organization to achieve the NAN's mission and vision and will oversee several departments while ensuring the consistent implementation of the Executive Council approved policies and procedures. The CAO is a facilitator of knowledge and can build and maintain positive, respectful relationships with its staff and communities.

The Chief Administrative Officer (CAO) will receive functional direction from the Executive Council and is responsible for a variety of duties in all areas of the office, including:

Administration

- Under the direction of the NAN Executive Council, to ensure and monitor the implementation of the policies, directives of the Executive Council and resolutions passed by Chiefs-in-Assembly.
- To conduct and conclude agreements, correspondence, and communications on behalf of the Executive Council.
- To develop and maintain positive working relationships with the Executive Council, Chiefs' representatives of other First Nation organizations, senior officials of the Federal and Provincial governments, and representatives of non-governmental organizations.
- To monitor and oversee the operation, administration and finance of NAN special initiatives, entities, corporations, charities, and trust funds.
- To oversee all areas of human resource management and professional development.
- To conduct regular meetings of the senior management with or part from support staff.
- To delegate responsibilities to senior and support staff where necessary.
- To provide direction to the staff through maintaining clear roles, responsibilities, and supervision.
- To oversee the planning and organization of Executive Council, annual and semi-annual Chiefs meetings and to arrange or facilitate meetings for the First Nations and Tribal Councils.
- To be the Chair of the Governance Committee and to sit on other boards and committees as required (i.e. COO, IAO Table, etc).
- To ensure adequate record-keeping in all areas of operations.

The Role (cont'd)

Administration (cont'd)

- To maintain confidentiality of all internal matters pertaining to the organization and its operations; and
- To be an official signing officer for the administration.

Finance

- To direct and ensure the preparation of reports on finances, operations, programs, or special projects on a timely basis for the Executive Council, annual and semi-annual Chief's meetings and for funding agencies.
- To meet with the Finance Committee three (3) times a year as per the Terms of Reference.
- To have and to hold a Chair position with NAN's Governance Committee.
- Assessing short- and long-term financial needs and recommending appropriate courses of action, drafting, and monitoring the annual operating budget and reporting regularly to the Executive Council on the organization's financial situation.
- Authorizing expenditures within the total budget identifying and pursuing all appropriate revenue sources and government grants.
- Implementing Executive Council policies and directives regarding financial management.
- Advising the Executive Council and committees on financial management and financial priorities; and
- All other tasks as assigned.

Qualifications

Core Competencies

- | | |
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| • Leadership | • Ethics and Integrity |
| • Human Resources, Financial and Risk Management | • Change Management |
| • Cultural Competency / Sensitivity | • Planning and Organizing |
| • Time Management | • Mathematical Reasoning |
| • Creative and Innovative Thinking | • Mediating and Negotiating |
| • Development and Continual Learning | • Coaching and Mentoring |
| • Problem Solving | • Research and Analysis |
| • Accountability and Dependability | • Communication |
| • Decision making and Judgement | • Energy & Stress Resiliency |
| • Providing Consultation | • Team Work |

The Role (cont'd)

Education/Experience

- Post-secondary degree in Business Management/Public Administration or related field is preferred.
- At least 10 years' senior management experience.
- Proven management and administrative skills, including financial and human resource management.
- A good understanding and interest in NAN Communities, First Nations Organizations and issues, challenges in current events.
- Thorough knowledge and understanding of Indigenous culture and traditions within the NAN Territory and Communities.
- Superior verbal and written communication skills.
- Strong strategic planning and organizational ability.
- Excellent communications skills and presence with the full range of media.
- Excellent interpersonal skills essential to dealing effectively with a diverse group of interested and influential individuals as well as maintaining staff morale and direction.
- Demonstrated ability to be an effective coach and mentor.
- Experience and ability in setting and maintaining professional standards, code of conduct, and building up the profile of NAN.
- Ability to maintain high confidentiality.
- Understanding of modern office technologies including word processing software, and basic spreadsheet development.
- Fluency in NAN Dialect (Ojibway, Oji-Cree, Cree) is an asset.

General Working Conditions:

- Mainly working in an office setting.
- Working within communities, away from home sometimes.
- Travel in both commercial and smaller aircraft.
- Highway driving may also be required.
- Working with the public
- Working in various meeting locations as required.

Financial Authority

This position has the authority to approve up to \$25,000.00.



The Location - Thunder Bay, Ontario

Located on the traditional territory of the Fort William First Nation, Thunder Bay is a place nestled on the traditional lands of the Anishinaabe people and in the heart of Northwestern Ontario.

Thunder Bay offers an abundance of opportunities to connect with nature, where the rugged beauty of the Canadian Shield meets the endless expanse of Lake Superior, creating a destination like no other. Thunder Bay offers a perfect blend of urban amenities and outdoor adventures, making it an ideal destination for travelers seeking both excitement and tranquility.



To Apply

The NAN is an inclusive and equitable organization and encourages applications from qualified applicants, including persons with disabilities and members of visible minorities. The position offers a competitive compensation package with tax exemption for eligible candidates, with a salary range of \$150,000 – \$200,000. The position is open to all qualified applicants, although preference will be given to candidates of Indigenous ancestry.

To apply, please submit a Cover Letter and Resumedirectly to Pathways Executive Search outlining your interest, qualifications, and experience.

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

<p>Mike Eagar • Partner Pathways Executive Search Telephone: 613-619-8686 MikeE@PathwaysExecutiveSearch.com</p>	<p>Darrin Jamieson • Partner Pathways Executive Search Telephone: 403-477-7367 DarrinJ@PathwaysExecutiveSearch.com</p>
<p>Saxon Miller • Consultant Pathways Executive Search Telephone: 204-299-7054 SaxonM@PathwaysExecutiveSearch.com</p>	

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.