



**PATHWAYS**  
**EXECUTIVE SEARCH**



**Director of Finance and Operations**  
**Central Coast Indigenous Resource Alliance**



**CCIRA**  
CENTRAL COAST INDIGENOUS RESOURCE ALLIANCE



## The Organization

The Central Coast Indigenous Resource Alliance (CCIRA) operates in alignment with the goals and vision outlined in the [CCIRA Strategic Plan 2022-2026](#), which emphasizes restoring ecological health and supporting Indigenous stewardship. Through this strategic approach, CCIRA centers the rights, knowledge, and interests of its member Nations, integrating traditional values with the best available Western science to manage resources sustainably and uphold the well-being of communities and ecosystems.

The traditional territories of CCIRA member Nations—Heiltsuk, Kitasoo Xai'xais, Nuxalk and Wuikinuxv—are located on the Central Coast of what is now known as British Columbia. These Nations hold inherent rights, aboriginal title, aboriginal rights and/or treaty rights and share common concerns, interests and responsibilities. The collaborative approaches and processes implemented by CCIRA are intended to provide great benefit to all member Nations and enable appropriate non-First Nations commercial and recreational use of our resources.

CCIRA provides technical, capacity-building, and facilitation support to all its member Nations. This ensures that the rights and responsibilities of the member Nations to the lands, waters, marine environment, and resources within their respective Territories are upheld honourably while also ensuring that the Central Coast marine resources are managed intentionally to restore healthy ecosystems.



# The Organization continued

## Values

**Respect:** Respect for the interconnectedness between the natural world and human world; encompassing the maintenance and restoration of ecological integrity, stewardship of resources and places and decision-making with future generations in mind.

**Balance:** Balance ensures the intergenerational equity (fairness to future generations) to sustain First Nations cultures throughout time. Balance encompasses the modern concepts of sustainable use, integrated management.

**Intergenerational Knowledge:** Intergenerational knowledge means decisions are made based on learning from past experience; honouring values and strong listening and open communication.

**Reciprocity:** Reciprocity within and between clans, with the spirit world. The principle of reciprocity speaks to collective responsibility.

## Vision

To foster a strong working relationship with our Nations and through a common voice, ensure our ecosystems return to a healthy balance while respecting our self-determination and cultures, advancing our peoples' well-being, and enhancing our economies.

## Mission

Providing coordination, facilitation, and technical support for Heiltsuk, Kitasoo Xai'xais, Nuxalk, and Wuikinuxv in collectively upholding the laws of our ancestors in the governance and management of our waters and marine resources to achieve our vision.

## Goals and Objectives

1. Support Central Coast Nation's sovereignty in governance and management of marine resources.
2. We contribute to Nations' well-being and capacity.
3. We are an effective, efficient organization.
4. We facilitate collaboration and connections among member Nations and other levels of government.



## The Opportunity

The Director of Finance and Operations (DoFO) plays a vital role as a strategic and operational leader, ensuring the financial stability and operational efficiency of CCIRA. Reporting to the Executive Director and the Board of Directors, the DoFO will manage financial systems, processes, and policies aligned with CCIRA's vision and mission, supporting the interests and aspirations of the Central Coast Nations.

This role requires effective collaboration with CCIRA staff, contractors, Nation staff and crown agencies and funders to ensure transparent financial reporting, program compliance, and capacity-building across the organization.

As a self-motivated leader, the DoFO oversees CCIRA's financial and operational functions with a focus on sustaining financial health and supporting organizational goals. The DoFO will work closely with project leads to meet reporting requirements, ensuring accountability to CCIRA's Strategic Plan 2022-2026. In this role, they will uphold CCIRA's values, vision, mission, and principles, contributing to the protection of Central Coast Nations' interests.

The DoFO must balance the ability to envision the larger picture with the hands-on management of day-to-day operations. Key responsibilities include supervision of sub-contractors, contractors and staff within the scope of the finance and operations functions, daily administration, data entry, report collection, and submissions to funding partners. Timely and accurate reporting is essential to maintain financial revenue streams and ensure that CCIRA's projects continue to support the communities and ecosystems under its care.

This position is a full-time and on-going contractor role, effective from the start date. The contractor will work remotely within BC, with travel requirements as needed.

# Responsibilities

## Strategic Financial Oversight and Performance:

The DoFO will lead all aspects of financial operations and management, from high-level financial planning to daily financial functions. Responsibilities include, but are not limited to:

- **Financial Planning and Reporting:** Analyzing financial data and preparing timely reports for the Board, Executive Director, project teams, and funding partners.
- **Financial Administration and Oversight:** Maintain internal controls and financial safeguards through financial tracking, and policy adherence.
- **Budget Management:** Collaborating with leadership to develop the annual budget while ensuring project and program expenditures are aligned with CCIRA's goals.
- **Grant and Program Financial Management:** Managing accounting for grants and program budgets, ensuring accurate and timely financial reporting, and compliance with grant agreements.
- **Supervision:** Oversee and guide contractors and staff involved in financial and operational activities, ensuring their work aligns with CCIRA's standards, strategic objectives, and project timelines.
- **Risk Management:** Identifying financial risks and developing mitigation strategies, ensuring CCIRA's financial sustainability across multiple revenue streams.
- **Audit and Compliance:** Ensuring compliance with GAAP, BC Societies Act, CCIRA's Terms of Reference and other regulatory requirements through accurate financial reporting and working with external accountants on annual audits.

## Operational Excellence:

The DoFO plays a key role in shaping the organization's operational capacity and efficiency:

- **Operational Systems:** Develop and implement financial and administrative systems that streamline reporting, budget management, and program coordination.
- **Capacity Building:** Support internal capacity development by mentoring CCIRA contractors and project teams on financial literacy and operational excellence.
- **Technology Integration:** Identify and implement modern financial and operational tools (e.g., ERP systems) to enhance efficiency and scalability.
- **Vendor and Contract Management:** Manage relationships with external vendors and service providers, ensuring contracts are in place, services are delivered as agreed, and value is maximized for the organization.
- **Procurement and Inventory:** Oversee procurement processes to ensure cost-effectiveness and that all necessary resources, including technology and office supplies, are maintained for operational efficiency.

# Responsibilities continued

## Human Resources Management:

The DoFO will also oversee the development of HR-related policies and provisions and manage operational aspects of human resources:

- **HR Policies and Procedures:** Ensure the development, communication, and fair application of HR policies, including recruitment, retention, performance management, and professional development.
- **Team Development:** Lead the onboarding and orientation processes for new CCIRA contractors, ensuring alignment with CCIRA's values and objectives.

## IT Systems and Cybersecurity:

As digital tools become increasingly essential, the DoFO will manage IT infrastructure:

- **Digital Infrastructure:** Oversee the development and implementation of digital systems for financial operations, data management, and communication, ensuring they are secure, scalable, and aligned with the organization's needs.
- **Cybersecurity:** Collaborate with external IT personnel to ensure all financial systems and organizational data are safeguarded by up-to-date cybersecurity protocols.

## Remote Work Environment Management:

CCIRA operates in a distributed environment, and the DoFO will ensure the smooth running of remote operations:

- **Remote Work Environment:** Develop policies and systems to optimize remote work, ensuring seamless collaboration between team members across different regions. Provide guidance on remote work best practices, tools, and systems.

## Collaboration with Executive Leadership:

The DoFO will work closely with the Executive Director to develop multi-year financial forecasts, inform strategic planning, and contribute to high-level decision-making. They will also ensure alignment with the Board's directives and facilitate smooth communication with Nations, CCIRA staff and contractors, and external partners as needed.





## The Candidate

The ideal candidate is a self-driven, strategic leader with the ability to see the big picture while skillfully managing operational details. They are passionate about advancing CCIRA's mission to support healthy ecosystems and uphold the governance and stewardship rights of its member Nations. The candidate will bring strong communication skills, adaptability in a dynamic work environment, and a deep commitment to Indigenous-led stewardship.

### Qualities

- **Communication & Collaboration:** Exceptional communicator with the ability to clearly convey complex financial and operational information to diverse audiences, promoting teamwork and alignment with organizational goals.
- **Empathy and Approachability:** Exhibits curiosity, empathy, respect, and reliability in all interactions, fostering an inclusive and supportive work environment that values open dialogue and mutual respect.
- **Leadership and Accountability:** Proven leader with the ability to inspire, motivate, and empower others. Skilled in conflict management and adept at collaborating effectively within a diverse, multi-talented team. Models work-life balance and prioritizes accountability.
- **Strategic and Innovative Thinking:** Brings creativity and resourcefulness to strategic problem-solving, balancing short-term needs with long-term organizational planning to support CCIRA's sustainable growth.
- **Organizational and Time Management:** Highly organized, with a strong focus on time management, self-motivation, attention to detail, and follow-through on all responsibilities, ensuring effective operational oversight.
- **Cultural Responsiveness and Respect:** Committed to cultural humility, actively engages with First Nations communities and builds respectful relationships that honour Indigenous self-determination and support CCIRA's mission.

# The Candidate continued

## Skills and Abilities

- **CPA Designation:** A CPA designation and experience in Sage accounting software is required.
- **Leadership Experience:** 7+ years of senior leadership in nonprofit financial and operational management, with a proven ability to manage complex budgets, maintain stable funding, and secure new funding streams.
- **Strategic Financial Management:** Skilled in aligning financial strategies with organizational goals, managing grants and audits, and implementing compliance measures to support sustainability.
- **Organizational and Project Management:** Highly organized and task-oriented, with a strong commitment to follow through on responsibilities and manage multiple projects effectively.
- **Policy Development and Program Oversight:** Experienced in creating and implementing policies that support conservation and stewardship, ensuring grant compliance and effective program funding.
- **Technical Proficiency:** Proficient in Sage and other financial management systems, committed to process optimization and data accuracy through technology integration.
- **Cultural Competence and Collaboration with First Nations:** Demonstrates deep respect for Indigenous law, rights, and stewardship practices, fostering respectful, collaborative relationships with First Nations communities.
- **Human Resources and Team Development:** Skilled in HR management, team building, and professional development, fostering a culturally inclusive and supportive workplace.
- **Contract Management:** Proven ability to manage contracts, ensuring compliance, optimization, and alignment with CCIRA's strategic objectives.





# To Apply

CCIRA operates in a distributed office environment. Currently, members of our team live and work from the Lower Mainland, South and Central Coasts, and Vancouver Island. Candidates for this position should be based within BC, able to travel within a reasonable time to Vancouver as needed to meet in person and be prepared to provide their own office equipment and set-up. This position may require travel up to several times per year. Reimbursement for approved travel costs will be provided.

CCIRA will offer a competitive contract rate for this position ranging from \$125,000 to \$145,000 per annum. The final compensation will be determined based on an assessment of the candidate's experience, qualifications, demonstrated skills, and abilities in relation to the requirements of the role. Preference may be given to an Indigenous professional.

To learn more about CCIRA's goals and objectives read the [2022 - 2026 Strategic Plan](#), or visit their website at [www.ccira.ca](http://www.ccira.ca)

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](mailto:Applications@PathwaysExecutiveSearch.com)

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

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**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.