



## MI'KMAQ CONFEDERACY OF PEI

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### MI'KMAQ CONFEDERACY OF PRINCE EDWARD ISLAND (MCPEI)

#### Senior Operations Officer

#### Job Description

Reporting to the Executive Director (ED) and as a peer to the MCPEI program Directors, the Senior Operations Officer (S.O.O.) will be responsible for enhancing the internal organization processes and infrastructure that will allow MCPEI to continue to grow and fulfill its mission. With a direct staff of eight, the S.O.O. will manage the following functions:

#### Financial Management and Oversight

- Working with the Director of Finance, manage and oversee all financial and business planning activities, including:
  - Direct and administer all financial plans
  - Oversee business policies and accounting practices
  - Review and analyze financial reports
  - Support and advise the ED in decision making
  - Lead and support organizational budgeting process
- Coordinate and oversee funding proposals and applications
- Oversee reporting and monitoring of organizational performance indicators
- Provide overall financial oversight and monitoring.
- Ensure that relevant financial data is presented to the ED, senior management team and Board of Directors, as required.

#### Human Resources

- Working with the Human Resource Advisor, manage and oversee the human resource function for MCPEI including:
  - Recruitment, hiring, and compensation
  - Benefits administration and oversight
  - Professional training and development, including new employee orientation
  - Retention and succession strategies
  - Regulatory oversight and legal compliance
  - Ensuring that the human resource function is properly resourced and represented within the senior management team.

## **Operations**

- Oversee risk management and regulatory activities: letters of agreement, contracts, leases, and basic legal documents and agreements
- Business insurance: procurement, monitoring and management
- Information technology – working with the manager of information technology, ensure the ongoing maintenance and updating of information systems and infrastructure, including hardware, software, and applications
- Organizational reporting and monitoring: provide guidance and leadership through management of the reporting process
- Office management: oversee administrative functions for all MCPEI offices province wide, including reception services
- Board of Directors – working with the ED to provide staff support and guidance to the MCPEI Board and act as staff liaison to relevant board committees as required

## **Qualifications**

- Minimum of a Bachelor Degree
- Strong operational experience: ideally has worked in a senior management role for 10+ years in a socially responsible organization with progressive experience leading to at least three years experience in operational/administrative management
- Demonstrated experience in financial planning and analysis with previous experience overseeing human resources, information technology, and other administrative functions
- Skills should include organizational development, personnel management, budget and resource development, and strategic planning; demonstrated success developing and monitoring systems to manage both operational and programming work that involve high levels of collaboration
- Excellent people skills, with an ability to partner with a dynamic leadership team
- Personal qualities of integrity, credibility, and commitment to the mission of MCPEI
- Flexible and able to multi-task; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems
- Must be prepared to work out of Charlottetown and/or Summerside
- Must be comfortable and skilled at working in a cross cultural setting