



EMPLOYMENT OPPORTUNITY
Mi'kmaq Confederacy of PEI
Executive Director

Job Description

Accountable to the Epekwitk Assembly of Councils (the “Assembly”) the Executive Director is responsible for the organizational operation of the Mi'kmaq Confederacy of PEI (the Confederacy) and overseeing the administration, programs and strategic plan for the organization. The position reports directly to the Assembly and is the key management lead of the Confederacy.

The position is responsible for the hiring and retention of competent, qualified staff and for ensuring that hiring priorities support the engagement of qualified Mi'kmaq and Indigenous candidates.

The Executive Director is responsible for ensuring that Tribal Council program accountabilities are met.

The Executive Director will:

- Act as a liaison between the Assembly and other First Nations organizations, boards, councils, and committees, agencies and officials of the Federal, Provincial and Municipal Governments, to ensure effective communication and that the PEI First Nations interests and needs are addressed;
- Provide advice and recommendations to the Assembly with respect to Confederacy program and policy requirements;
- Ensure approved programming, services and policies are implemented as per direction provided by the Assembly;
- Direct the execution of all legal documentation, resolutions and by-laws for Confederacy operation as authorized by the Assembly;
- Establish organizational and departmental specific goals, objectives and expectations and provide direction to departmental Directors and staff;
- Monitor corporate budget requirements and financial policies and procedures;
- Ensure accountabilities are met with respect to all funding agreements;
- Review quarterly financial statements, and annual audits with the Director of Finance and other departmental Directors to ensure budget targets are being met and are being revised as necessary;
- Coordinate, in conjunction with the departmental Directors and the Director of Finance, annual budget forecasts, year-end budget reports and audits;
- Respond to crisis situations or critical incidents, consulting with the Human Resources Advisor and departmental Directors to determine what is required to resolve and/or mediate the situations;

- Meet regularly with departmental Directors to review program activities and progress, establish priorities, identify and address concerns and provide organizational direction and expectations;
- Monitor government legislative, policy and financial actions and ensure relevant information is communicated to the Assembly.
- Responsible for ensuring adequate government funding and developing other revenues necessary to support the Confederacy's goals and objectives.

Knowledge and Abilities

- Knowledge of government funding agreements;
- Knowledge and awareness of First Nation governance systems;
- Knowledge of financial management and control methods and techniques;
- Knowledge of project management techniques;
- Knowledge and experience with strategic planning.
- Knowledge of Human Management practices and laws;
- Ability to provide strong leadership and motivate people;
- Ability to prioritize, delegate and multitask in a high paced environment;
- Ability to manage and meet critical deadlines;
- Ability to negotiate contracts and funding agreements;
- Ability to analyze, prepare and reconcile budgets and expenditures;
- Ability to present technical data/advice to the Assembly, Confederacy Management Team, and government officials;
- Ability to work with government and manage relationships with government representatives and demonstrate a high level of understanding of government and government processes.
- Ability to manage a high volume of work and, when necessary, to respond to critical incidents during work hours and after hours.

Education, Experience and Personal Suitability

- Degree in one of the following: Business, Public Administration, Humanities/Social Sciences or other professional degree; or the equivalent in experience and relevant training;
- Experience working at a senior level in a not-for-profit, government, or NGO;
- Experience managing organizational finances;
- Experience working with provincial and federal governments;
- Experience writing successful funding proposals and negotiating service contract agreements;
- Transparent and high integrity leadership;
- Must be comfortable in a cross-cultural setting;
- Strong financial management skills, including budget preparation, analysis, decision making and reporting;
- Ability to effectively communicate the Confederacy's vision and mission to the PEI Mi'kmaq community, government officials and the general public;
- Demonstrated ability to oversee and collaborate with staff;
- Strong written and oral communication skills;

- Strong work ethic with a high degree of energy;
- Must be able to provide a satisfactory Criminal Background record check; and
- Must be willing to travel and be available outside regular office hours.

Full time beginning immediately. Location of work will be in Charlottetown and/or Summerside.

The deadline to apply for this position is March 27, 2020 at 3:00pm.

Please email your resume and cover letter to tbernard@mcpei.ca or mail to:

Mi'kmaq Confederacy of PEI
Attn: Tabatha Bernard
Human Resources Advisor
200 Read Drive, Summerside, PE C1N 5N7