



**Kluane Community
Development
Limited Partnership**

Position: Executive Director
Location: Whitehorse, Yukon and Burwash Landing, Yukon
Reports to: Board of Directors
Position Status: Full Time, Term (3 years)
Closing: August 16, 2019

We are seeking a motivated and experienced Executive Director to lead Kluane Community Development Limited Partnership (KCDLP) towards growth, and to design and direct strategies that support and enhance our organizational operations.

Duties for the Executive Director will include overall organizational management, optimizing financial operations, providing leadership, establishing business and strategic goals, ensuring compliance, advising board of directors on organizational activities, overseeing and streamlining daily operations, improving staff performance, and executing special business projects.

Your exceptional stewardship and strategic planning skills as an Executive Director will aid KCDLP in promoting our mandate and strategic objectives, maintaining positive relationships with internal and external stakeholders, achieving organizational goals, and maintaining sound financial practices.

The ideal candidate must possess a strong entrepreneurial drive, outstanding communication skills, strong leadership qualities, and good planning and organizational skills. The Executive Director will streamline our organizational operations, effectively and efficiently direct operational budgets, improve revenue, direct our business strategy, and enhance relations with the community, stakeholders, partners, staff, industry and public.

This position can be largely based either in Whitehorse or in Burwash Landing, depending on the agreement arranged with the Board upon commencement of employment. The KCDLP main office is in Burwash Landing and Travel is often required between Burwash Landing and Whitehorse.

For a **detailed Job Description**, visit:
<http://kluanekcdc.ca/jobs-contracts/>, or call the office at (867) 841-5081.

Interested applicants may submit their CV and cover letter to:
Diyet van Lieshout, Chair kcdc.board@kluanecorp.ca

As a First Nation owned limited partnership, our first mandate is to deliver returns to our shareholder. Whenever possible, our first preference for hiring will be afforded to qualified people of Kluane First Nation, and then to qualified people of First Nation's ancestry.

Job Description

Position: Executive Director

Location: Whitehorse, Yukon and Burwash Landing, Yukon

Reports to: Board of Directors

Direct Reports: General Manager, Finance and Administration Manager, Administrative Assistant

Position Status: Full Time, Term (3 years)

The Corporation:

Kluane Community Development Limited Partnership (KCDLP) operates and manages a variety of businesses and projects primarily within the traditional territory of Kluane First Nation. KCDLP is a community driven development corporation providing services and managing businesses and projects in various sectors; such as, construction, economic development services, energy, community store, tourism, business development, real estate, lands planning and community development.

KCDLP is independent of the Kluane First Nation government, however, KCDLP provides economic development services through an annual services contract. At the request of Kluane First Nation, KCDLP works jointly with and/or manages Kluane First Nation driven economic development projects.

The Executive Director leads the Kluane Community Development Limited Partnership (KCDLP) to fulfill its mandate and strategic objectives through the expansion of business and economic development opportunities.

Core Accountabilities:

The Executive Director is accountable for leading, designing, directing and managing the operations and administration of KCDLP towards growth and profitability, and including the following:

- Developing and directing organizational strategy
- Drafting organizational policies
- Overseeing business and project activities
- Creating a safe and pro-active work environment for staff
- Conducting performance reviews
- Preparing comprehensive budgets, ensuring the process is aligned with the strategic and long-term growth plans
- Reporting on revenue and expenditure
- Creating sound business plans
- Providing direction to managers
- Overseeing financial accounts
- Seeking to expand revenue streams and funding to implement strategic initiatives and businesses

- Building partnerships for projects
- Strengthening an active local economy
- Engaging with community and building positive and productive public relations with Kluane First Nation government, contractors, partners and stakeholders
- Communicating with government leaders, funders, stakeholders, and the public regarding projects, goals and direction of KCDLP
- Developing and implementing regular public communication along with the Chair, act as the spokesperson for the organization
- Providing support to the Board of Directors for annual strategic initiatives such as planning, strategy development
- Providing monthly financial and operational reporting to the Board, while keeping in mind that some projects require more frequent communication with the Board
- Ensuring compliance with current legislation and regulations to meet or exceed industry standards
- Pursuing opportunities for KFN citizens to further develop skills and education through KCDLP projects and businesses

Core Competencies

- Leadership – Achieves desired organizational results by encouraging and supporting the contribution of others; leads by example; sets and clearly communicates goals and objectives
- Teamwork – Builds relationships and works cooperatively and collaboratively with others to set goals, motivate, resolve problems and assist Managers in making decisions that ensure KCDLP meets its targets and mandate
- Diplomatic and Tactful – recognizes internal/external sensitivities, ability to anticipate the impact of recommendations and actions
- Vision – Having the foresight, creativity and initiative needed to make the KCDLP a dynamic economic force
- Judgement – Recognizes and integrates comprehensive business processes, demonstrates sound judgement and common sense in making required decisions.
- Communication – the ability to effectively communicate (verbal & written) with partners, contractors, citizens, staff and public to ensure outcomes are achieved
- Detail-Oriented – Attention to detail to ensure all administrative, financial management and reporting requirements are met
- Personal Ambitions – Passionate about empowering communities to build sustainable and progressive local economies

Education / Experience:

For an individual to be successful in the role of Executive Director, they need to meet the following education and/or experience criteria:

- Minimum of a University Degree in Business or other relevant program, an equivalent combination of education, training and/or work experience in economic development, construction, economics and/or community development may be considered, preferably in a First Nations environment
- Minimum of five years work experience in leadership roles in senior administration, human resource management, economic development, the Corporate sector or First Nation government.
- Working knowledge of Kluane First Nation Final and Self-Government Agreements
- Experience with capital and operating budget development and management, ability to manage the financial performance of a department or program
- Successfully leading and managing complex, multi-faceted projects and operations
- Digital fluency (computer skills, internet skills, etc.)
- Motivated to learn and grow, both personally and professionally
- Strong communication and facilitation skills with a demonstrated ability to foster a working environment based on trust, respect and teamwork
- Willingness to work in a small community in a rural setting

Conditions of Employment

- Non-disclosure agreement
- Conflict of interest declaration
- Valid Class 5 drivers' license and reliable transportation
- Criminal Records check
- Willingness to work flexible hours to accommodate evening and weekend activities

This position can be largely based either in Whitehorse or in Burwash Landing, depending on the agreement arranged with the Board upon commencement of employment.

The KCDLP main office is in Burwash Landing and Travel is often required between Burwash Landing and Whitehorse.

This position works in an office environment approximately 75% of the time, but may be less during peak construction and building times.

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Signatures

<p><u>Chair:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Signature: _____</p> <p>Date:</p>	<p><u>Incumbent:</u> I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Signature: _____</p> <p>Date:</p>
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