



Position: General Manager
Location: Burwash Landing, Yukon
Reports to: Executive Director
Position Status: Full Time

We are looking for a motivated and results driven General Manager to direct and manage Kluane Community Development Limited Partnership's (KCDLP) business activities and to develop and implement effective business strategies and programs.

Duties for the General Manager will include allocating budget resources, formulating policies, coordinating business operations, monitoring and motivating staff, managing operational costs, ensuring excellent service, improving administration processes, engaging with partners and Kluane First Nation staff, hiring and training employees, identifying business opportunities, monitoring financial activities and maintaining certifications and insurances.

Your entrepreneurial spirit and vision in directing business functions will assist our organization in maintaining relationships with partners, generating new business, increasing staff productivity, improving service, ensuring sustainability, and meeting business objectives.

The successful candidate for this role should possess excellent communication skills, senior level knowledge of business functions, exceptional budgeting and finance skills, and strong leadership qualities. The General Manager should account for all business activities, support staff development, enhance efficiency, drive sales and improve revenue, maintain relationships with clients, enhance the KCDLP's image, and meet overall growth objectives.

This position is based in Burwash Landing at the KCDLP office is in Burwash Landing. 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 by September 17, 2019 to:
Robin Chambers, Director 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: General Manager
Location: Burwash Landing, Yukon
Reports to: Executive Director
Direct Reports: KELP employees, KELP Café Manager, Project employees
Position Status: Full Time, Permanent

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 General Manager is accountable for directing and managing Kluane Community Development Limited Partnership (KCDLP) businesses and projects and to develop and implement effective business strategies that achieve the organization's mandate and the objectives.

Core Accountabilities:

The General Manager is accountable for all aspects of the daily operations for the KCDLP businesses and projects, in alignment with the strategic plan and annual budget, and including the following:

- Oversee and coordinate day to day business operations
- Creating and managing budgets
- Improving revenue generation and ensure that all KCDLP projects, activities and investments lead to a profitable overall result for the company
- Ensure that all KCDLP projects are executed within financial and schedule constraints as well as complying with regulatory, environmental and health and safety requirements
- Developing and implementing growth strategies
- Hiring and training of employees
- Evaluating employee performance and productivity
- Researching and identifying growth opportunities.
- Generating reports and giving presentations.

- Creating a safe and pro-active work environment, meeting regularly with staff Work with relevant Kluane First Nation department leaders to maximize benefits while minimizing the use of collective resources
- Support the Executive Director to provide oversight and guidance to contractors focused on community engagement, economic development and other strategic initiatives
- Oversee the preparation and processing of contract documents, notices inviting bids and construction/consultant contract agreements
- Ensure a positive and supportive work environment for all staff, and that all KCDLP policies and guidelines are followed
- Other duties as required

Core Competencies:

For an individual to be successful in the role of General Manager, they need to demonstrate the following:

- Leadership - the ability to inspire, motivate, coach and support others to help them be successful
- Strategic Thinking – the ability to think beyond the immediate and determine what actions are needed to achieve the short, medium and long term goals
- Project Management – strong ability to prioritize on the go while working in a varied and evolving environment
- Financial Acumen – strong understanding of budgeting, profitability, costing, pricing and discounts
- Administration – the ability to find efficiencies and effective ways to manage a busy work environment
- Communication – the ability to effectively communicate (verbal & written) with partners, contractors, citizens, staff and customers to ensure outcomes are achieved
- Personal – strong work ethic, good interpersonal skills with a proactive nature

Education / Experience:

For an individual to be successful in the role of General Manager, 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 working experience in a leadership role in the areas mentioned above
- 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



- Experience overseeing expenditures within budgets, identifying variances, setting targets and managing financial goals
- Successfully leading and managing complex, multi-faceted projects and operations, with significant experience and proven track record in budget planning and management
- Digital fluency (computer skills, internet skills, etc.)
- Motivated to learn and grow, both personally and professionally
- Willingness to work in a small community in a rural setting
- Strong communication and facilitation skills with a demonstrated ability to foster a working environment based on trust, respect and teamwork

This position is based in Burwash Landing. Travel to Whitehorse and other remote areas and some evening and weekend work may be required.

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