

JOB POSTING



Title:	Manager, Economic Growth
Office(s):	Economic & Special Projects
Wage Scale:	\$75,000 plus, dependent on qualifications and experiences
Benefits:	As per Band Policy
Reports To:	Band Manager

POTENTIAL START DATE: October 31, 2022 OR AS SOON AS POSSIBLE

POSITION SUMMARY:

The Cook's Ferry Indian Band's is seeking a full-time economic development professional to support Chief and Council in the advancement of financial health for the Band.

The Manager, Economic Growth is answerable for the corporate administration and day-to-day activities of associated with current business interests and the development of new opportunities for the Cook's Ferry Indian Band and in particular person supports the Chief and Council to bring ideas, opportunities and partnerships to reality for the Band.

The Manager, Economic Growth plans, develops, administers and coordinates economic development initiatives, assists in the identification of business opportunities, fosters the creation of jobs for community members and promotes the expansion of commerce. This may include facilitation of grants, business expansion and retention, loan assistance and land disposition.

The Manager, Economic Growth acts as advisor to the Band's Chief and Council in all relationships associated with commercial growth and special projects of the Cook's Ferry Indian Band.

The Manager, Economic Growth is accountable for the preparation of plans and budgets for consideration of Chief and Council. The Manager, Economic Growth complies, recommends and follows Band policies and procedures as approved by the Council of the Cook's Ferry Indian Band. Further the v is required to be proactive in identifying, researching, proposing and drafting initiatives to further corporate and economic goals and objectives of the Cook's Ferry Indian Band.

DUTIES AND RESPONSIBILITIES:

Economic Development:

1. Coordinates the development and review of an Economic Development Plan, and manages the Plan as approved by Council, in conjunction with the Lands Director and Band Manager.
2. Creates and researches economic development activities to provide revenue, jobs and business opportunities for the Cook's Ferry Indian Band.
3. Seeks to develop and negotiate effective business, partnerships, and agreements that have potential support or advance the Band's goals and objectives.
4. Prepares, presents and manages the implementation of business plans for specific businesses, joint ventures and limited partnerships that are of interest to the Band.
5. Researches and analyzes economic and business opportunities
6. Works cooperatively with internal clients to develop policies and regulations governing land, forest resources, mining, green energy, oil and gas production, transportation, fish and wildlife that coordinate with economic development strategies that balance social, cultural, environmental and economic values.
7. Consults with community members through community meetings and consults with Chief and Council on economic development projects
8. Establishes and maintains excellent working relationships with various levels of government, businesses, the communities and business associations using these relationships effectively to identify opportunities and joint ventures to enhance the goals of the organization
9. Monitors and analyzes financial, technical, and demographic factors, capitalizes on market opportunities, develops focused and innovative strategies to attract new investment, minimize the effects of competition, and create new revenue sources
10. Writes proposals to secure funding or develop programs
11. Develops a communication strategy for public awareness of programs and events

Financial Management:

1. Ensures budgets are approved and adhered to, cash flow reports and regular financials are provided to the Board
2. Completes reports and accounting for projects and ensures the Band's status with government agencies is above reproach.

Human Resources and Administration:

1. Oversees and supervises all program staff; coordinates and participates in the recruitment of staff
2. Takes responsibility for the orientation, performance review and development of staff
3. Manages team performance by setting expectations and regularly reviews performance with staff; acts as coach and mentor to address performance issues
4. Ensures employee compliance with policies and procedures
5. Participates in various community support, council and committee meetings
6. Keeps the Band Manager, Chief and Council informed of sensitive and important issues and events.

Other duties as assigned or required

The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with this organization.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS**Education:**

- University degree or College diploma in Business, Economics with a minimum of 2 years related field or a combination of education and experience

Competencies:

The Manager, Economic Growth should demonstrate competence in some or all of the following:

- Conflict Resolution - Brings conflict into the open at the earliest opportunity to arrive at constructive solutions while maintaining positive relationships
- Respect for Others – Builds Trust - Interacts sensitively, respectfully and in a non-judgmental manner to develop and maintain co-operative relationships. Models the values of the organization and demonstrates integrity in all actions
- Leadership & Teambuilding - Sets an example and a direction for others by acting as a role model and inspiring a positive attitude toward work, motivating others toward vision and goal achievement. Coaches for employee development and provides purposeful feedback for improved performance
- Communicates Information - Communicates and discusses with team critical information including rationale behind decisions. Creates an environment where open honest communication is valued and develops strong, cooperative relationships
- Financial Impact - Delivers on financial results by budgeting resources responsibly, analyzing data, recognizing trends and patterns and synthesizing financial data into meaningful terms
- Innovation - Makes an effort to improve performance or operational activities by trying new things, finding new ways of doing things and looking for improvement
- Analytical Thinking - Observes identifies and organizes information to detect underlying issues. Recognizes patterns to interpret implications, ascertain solutions and make recommendations

Skills and Abilities:

- Ability to use initiative, strong decision-making skills and good financial management skills.
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Experience in negotiating agreements and contracts
- Knowledge of Economic Development principles and practices within First Nation setting
- Thorough understanding of program research, development and implementation techniques
- Ability to work independently and build effective interpersonal relationships
- Ability to self-regulate, meet deadlines, have attention to detail, and respect confidentiality
- Strong communication skills, both verbally and in writing
- Ability to gather, collate and analyze a variety of data
- Knowledgeable of a variety of sectors, safe work practices and policy development

Experience:

- Two or more years economic development or related experience
- Experience writing business plans and analyzing risks of projects
- Experience supervising and managing staff as well as developing and managing budgets
- Proven record of accessing, securing and managing financial resources
- Experience working with First Nations

Working Conditions

- Non-standard hours of work
- Required to work some non-standard hours to attend meetings or events, overtime is required
- Receives moderate supervision with less frequent direction and occasional review of the work performed

Conditions of Employment

- Must maintain strict confidentiality in performing duties and demonstrates personal attributes of integrity, respect, trust, honesty, compassion and accountability
- Must be able to obtain and maintain a valid BC Driver's Licence
- Ability to perform the physical requirements of the job which include: carrying, lifting heavy objects, standing and walking
- **Must be in compliance with the Band's Mandatory Vaccination Policy.**

General Category:

- Operates as part of a team and is flexible about the boundaries and functions of the job
- Maintains open and professional communications with co-workers, leadership and all others who do business with the Cook's Ferry Indian Band.
- Ensures that all internal and external deadlines are met
- Travels as required in the performance of their job
- Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
- Maintains confidentiality of all information seen, heard or obtained by virtue of employment
- Recognizes and respects all cultural diversity and has an understanding of Indigenous culture

APPLICATION PROCEDURE:

Please Submit a resume by Friday, October 14, 2022 to:

Boyd Clark, Acting Band Manager
Cooks Ferry Indian Band
PO Box 130, 3691 Deer Lane
Spences Bridge, BC V0K 2L0

E-Mail: acting.manager@cooksferry.ca

We thank all applicants for their interest; however, only short-listed candidates will be contacted.