



# Executive Director

Reports To: Chief and Council

Organization: Selkirk First Nation

Date: August 2024

## ABOUT SELKIRK FIRST NATION

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The Selkirk First Nation is a recognized government that has many of the authority and responsibilities of both territorial and municipal governments. The Selkirk First Nation has a growing population of approximately 671 citizens, with 40% residing in Pelly Crossing and the remaining 60% spread across the Yukon and Canada. They are dedicated to becoming a self-sufficient and self-governing community while preserving their rich history, culture, and traditions.

## ABOUT THE EXECUTIVE DIRECTOR

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Reporting to Chief and Council, the Executive Director is the most senior management position in the Selkirk First Nation (SFN) organization and serves as a strategic advisor to Chief and Council. The Executive Director is responsible for developing and implementing the strategic priorities of Chief and Council and for achieving the goals and objectives of the SFN Government. This position provides management oversight and is responsible for the successful delivery of Selkirk First Nation administrative services, operations, programs, and services to SFN citizens.

## KEY LEADERSHIP ACCOUNTABILITIES

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### Serves as Strategic Advisor to Chief and Council by:

- Attending all meetings of the Council, reviewing, and approving all Council Agendas and materials prior to meetings and ensuring that Chief and Council are provided with thorough briefings in order to make informed decisions.
- Working closely with Chief and Council and Governance Director in identifying long-term and short-term goals, objectives, and strategic priorities and in developing SFN Government's multi-year strategic plan(s) and annual implementation plans.
- Work collaboratively with the Director Governance on governance-related strategic objectives of Chief and Council.

- Provides verbal and formal written updates on strategic planning activities to Chief and Council as requested or as scheduled, including implementation assessments and performance measurements.
- Communicating effectively with Chief and Council, Committees of the Council, community members/citizens, SFN staff / employees, First Nations organizations, funding agencies, and Federal and Yukon Government representatives on behalf of the First Nation in a timely, responsible, and professional manner.
- Leading the Financial Management Committee, overseeing the financial planning and management of SFN's financial resources, budgets, investments and ensures that resources are appropriately allocated and properly used as authorized and intended, designing, and adjusting budgets to meet Chief and Council goals, objectives, and strategic priorities.
- Overseeing the development of SFN legislation, regulations, policies, and procedures by the Director Governance by directing and monitoring the development of drafts; recommending final approvals; and directing implementation and compliance / enforcement.
- Ensuring issues of serious, urgent, or otherwise important nature relating to the SFN organization, the community/membership or involving SFN programs and services are brought to the immediate attention of Chief and Council when necessary.
- Serving as the main point of communication between Chief and Council and the organization.

#### **Manages the Administration, Operations, Delivery of Programs and Services of SFN by:**

- Supervising, directing, and working collaboratively with the Director Governance, particularly with respect to the inclusion and implementation of Chief and Council strategic priorities in Departmental work-plans across the SFN organization.
- Serving as chair of the Senior Management Team and schedules regular and special meetings to; enhance teamwork unity; review strategic priorities; receiving progress updates on Department programs and services; identifying and addressing organizational and community issues and concerns; keeping the Directors up to date on emerging decisions and direction from Chief and Council and providing direction and expectations to Department Directors.
- Overseeing administrative services, operations, and delivery of SFN programs and services and performing quality assurance reviews to identify gaps and areas for improvement.
- Liaising with the Director of Governance, on matters of organizational governance, the Self-Government Agreements, PSTA exploratory discussions / negotiations, and regarding assessments on development proposals and projects within SFN settlement lands / traditional territory.
- In conjunction with the Director of Governance and relevant Departments, overseeing the development of SFN legislation, regulations, policies, and procedures in the Operations Division.
- Liaising with the Director of Human Resources on serious personnel complaints / issues, organizational capacity development and organizational design / structure and ensuring that Personnel Policies and Procedures and Safety (OH&S) Policies and Procedures are developed, implemented, and enforced.
- Ensuring that mandatory reports are completed in a timely fashion.
- Exercising conflict-resolution and mediation techniques to promptly deal with internal and external complaints. Conducts or arranges independent investigations where necessary.

- Ensuring that SFN Departments are taking full advantage of funding proposal opportunities to enhance programming, services, capacity, and infrastructure.
- Recommends SFN contracts-for-service.
- Representing SFN during liaisons with other First Nations / Organizations, Federal and Yukon Government Departments / Officials, NGO's and Agencies, Boards and Committees and the private / corporate sectors.
- Ensuring that systems and processes are in place to be kept abreast and informed of all SFN programs and services, community needs and legal / regulatory issues.
- Reviewing regular Strategic Plan Reports and Strategic Management Performance measurements to evaluate the implementation progress with regards to strategic priorities and identifying problems, issues, or concerns.
- Ensuring that SFN is appropriately organized and staffed and to better meet the needs of Citizens.
- Identifying risks and potential risks to SFN and ensuring that these are monitored, managed, mitigated, or resolved.
- Directing the implementation of special strategic initiatives as directed by Chief and Council, examples of which may include new or modified programs and services.
- Serves as chairperson and facilitates meetings such as community engagement meetings.
- Performs other related duties as required.

## EDUCATION AND EXPERIENCE REQUIREMENTS

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A Bachelor's degree in Public or Business Administration, preferably in a First Nations environment or an equivalent combination of training and experience. Four years minimum working in a senior position in First Nation public administration.

### Preferred Knowledge or Have the Ability to Obtain:

- Knowledge of SFN history, culture, demographics, goals, and aspirations. Including Traditional Knowledge that encompasses traditional spirituality, beliefs, knowledge, customs, clans, language, oral history, stories, art forms, laws, land-based activities, land use and everyday life-skills.
- Knowledge of Yukon and SFN government systems and Land Claims and other related agreements.
- Knowledge of Human Rights Legislation
- Knowledge of Federal Labour Laws

### Management Skills:

- Ability to lead, plan, organize, implement, and evaluate human, financial and material resources.
- Ability to develop and implement policies and procedures.
- Ability to motivate and supervise others.
- Strong organizational and time management skills.
- Ability to work independently, unsupervised and meet critical deadlines.
- Ability to make decisions and solve problems.

### Specific Skills:

- Ability to research, analyze and synthesize a wide variety of documents and information.
- Ability to put political direction into action.
- Ability to prepare, acquire, monitor, and manage funding proposals.
- Ability to make good decisions.

### Interpersonal Skills:

- Possess strong oral and written communication skills.
- Ability to work in a team environment.
- Ability to resolve conflicts and deal tactfully with others.
- Ability to negotiate terms of contracts and agreements.
- Ability to foster trust and acceptance at the community level.

### Working Conditions:

- Normal office setting.
- Regular scheduled hours but expected to be on-call for emergencies.
- Bi-weekly to monthly travel within Yukon and occasionally outside of Yukon.
- Deals with emotional and/or angry clientele on a regular basis.
- Multiple evolving demands and shifting priorities with frequent critical deadlines.

## TOTAL REWARDS

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- Competitive salary \$117,000 – \$140,000/annum plus cost-of-living allowance for 2025.
- Housing provided by SFN. Employee pays for all utilities.
- Comprehensive benefits package, including health, dental, vision and life insurance.
- Paid Leave - further details provided on request.
- Registered Pension Plan – further details provided on request.
- Professional development opportunities.
- Opportunity to work on exciting and impactful projects in the majestic Yukon Territory.

We invite individuals interested in exploring this exciting opportunity to contact MNP. We appreciate the interest of all applicants; however, only those selected for interviews will be contacted. Preference will be given to SFN Citizens, though all qualified individuals are encouraged to apply.

Please submit your application through MNP's official process and avoid making speculative approaches to Selkirk First Nation or its staff members, as such approaches will not support your application.

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