

WWK DIRECTOR OF ECONOMIC DEVELOPMENT

Reports to Chief and Council

Position Summary

We Wai Kai Nation seeks to hire a Director of Economic Development to advance economic growth opportunities that meet the vision, mission, and values of the Nation. The Director will report to Chief and Council, and will lead activities and initiatives that respond to emerging and existing economic development issues and that will attract investment and business opportunities.

The Director will be responsible for the delivery and administration of business development programs, management as well as attraction of new business, relationship building with potential partners and any other organizations.

The successful candidate for the Director of Economic Development position requires sound professional judgement. Knowledge of the principles and practices of economic/business development, strategic planning, program administration and resources, organizational and management principles, marketing, and financial literacy are required.

Primary Responsibilities

- Engage leadership, senior management and community members to develop and implement a long-term economic development plan
- Prepare annual business and work plans focusing on strategic priorities
- Conduct external outreach, communicate with stakeholders, evaluate results, and liaise with governments
- Provide conclusions and recommendations on economic development projects and other related assignments
- Manage economic development projects and resources, directing contractors and other professional service providers as required
- Establish business assessment criteria ensuring business development is in line with the vision, mission, and goals of the Nation
- Identify economic opportunities that promote and enhance locally owned member businesses
- Ensure the department implements appropriate training initiatives that will enhance as well as promote member first employment and training opportunities
- Participate in multi-departmental initiatives as required
- Other duties or responsibilities as assigned by Chief and Council.

Economic Initiatives

- Develop relationships with businesses and investors

- Work with the Chief Financial Officer to conduct financial and risk analysis on economic opportunities
- Provide advice and assist with preparing business plans
- Respond to inquiries from businesses and individuals wanting to engage in economic pursuits
- Assist with negotiations concerning joint ventures and partnership, including researching, analyzing, and identifying the risks/benefits of these agreements
- Act as the primary point of contact for all ongoing partnerships and joint ventures including conducting site visits, monitoring business results and compliance with agreements

Representation and Reporting

- Develop relationships with membership to promote and engage in economic opportunities
- Deliver presentations to administration, membership and clients on strategic issues
- Establish community committees and working groups to engage the community as required
- Financial and Asset Management
- Research private and public funding opportunities and consult with industry and government representative concerning eligibility requirements for funding
- Prepare proposals and secure funding or grant monies for projects that support economic development
- Develop multi-year budgets that support the strategic goals of the department
- Administer, monitor, and authorize expenditures within approved budgets

Qualifications/Requirements

- Four-year University Degree: Master's Degree preferable in business administration, economics, marketing, finance or related discipline
- Demonstrated record of accomplishments in business and economic development with a minimum of five years relevant senior management experience
- Proven ability to work with businesses and investors
- Proven ability to secure funding and grant monies to support projects
- Excellent computer and communication skills
- Previous experience working with an Indigenous Government

Knowledge, Skills and Abilities

- Knowledge of community economic development theories and practices including policy development and economic accountability
- Understand the federal, provincial, and local contexts within which economic development is conducted
- Ability to develop and analyze risk/benefits of business plans
- Effective negotiation and mediation skills
- Ability to effectively promote economic opportunities
- Proven experience in preparing and administering budgets
- Ability to effectively plan, organize and implement strategic objectives
- High professional and ethical standards and demonstrated sound work ethic

The Director of Economic Development should demonstrate competence in the following:

Conflict Resolution - Brings conflict into the open at the earliest opportunity to arrive at constructive solutions while maintaining positive relationships.

Relationship Building - Develops strong, cooperative relationships with internal and external partners, customers, clients, and colleagues to build long term relationships that foster collaboration and partnership.

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.

Strategic Performance - Contributes to the organization's strategic performance by linking long-range vision and mission to the daily work, developing individual and/or group goals, aligning goals with organization objectives and building commitment of staff to this direction.

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.

Working Conditions:

- Ability to maintain strict confidentiality in performing duties and demonstrates personal attributes of integrity, respect, trust, honesty, compassion, and accountability.
- Travel to other related organization locations will be required.
- May need to respond to after-hours or emergency calls.
- Required to work some non-standard hours to attend meetings or events, overtime will be required.
- Receives minimal supervision with occasional direction and very few checks of the work performed.

Conditions of Employment:

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's License

Salary: Based on Experience

Benefits:

- Casual dress
- Dental care
- Disability insurance
- Employee assistance program

- Extended health care
- Life insurance
- Vision care
- COVID-19 considerations: All Employees of the Nation and its business entities are strongly encouraged to be fully vaccinated against COVID-19.

Employees are required to provide proof of vaccination to the Nation by providing QR showing a copy of their vaccination passport or a copy of the COVID-19 Immunization Record Card.

Please send resume and cover letter to careers@wewaikai.com

Only those shortlisted will be contacted for an interview.

Application deadline: November 10th, 2021