****

**Career Opportunity**

**Chief Executive Officer (CEO) - Nunumus Management Ltd.**

Nuxalkulmc (Bella Coola, BC, Canada)

**About Nunumus Management Ltd.**

Nunumus Management Ltd. is the economic development company of the Nuxalk Nation, driving forward a diversified portfolio of business enterprises within the traditional territories of the Nuxalk Nation. Situated on the Central Coast region of British Columbia, Nunumus Management Ltd. is a testament to the resilience, innovation, and spirit of the Nuxalk people. Our ventures span from forestry and construction to commercial fisheries and tourism, all rooted in the principles of sustainable and community-focused development.

Nunumus nurtures, strengthens, and supports with integrity the independent sovereign wealth, economic interests, wellbeing, and self-sufficiency of the Nuxalk people through sustainable profitability and environmental responsibility. We are committed to revitalizing and upholding Nuxalk Culture and empowering Nuxalkmc by providing employment and education. As we grow, we are looking for a visionary Chief Executive Officer to lead our group of companies into the future.

**Position Summary**

The Chief Executive Officer (CEO) serves as the cornerstone of leadership and management for the entire Nunumus Management Group. Reporting directly to the Board of Directors, the CEO will champion the successful operation and strategic vision of our enterprises, ensuring alignment with our values of stewardship, community, and sustainability. The role demands a blend of entrepreneurial spirit, strategic thinking, operational excellence, and a profound commitment to our community's economic and cultural prosperity.

**Key Responsibilities**

* Lead the Nunumus Management Group, ensuring the effective implementation of strategic plans and the achievement of operational goals.
* Foster a culture of transparency, efficiency, and innovation within the organization.
* Build and maintain critical relationships with business partners, community leaders, and other stakeholders to support the organization's objectives.
* Present reports, insights, and strategic recommendations to the Board of Directors and other key stakeholders.
* Oversee the financial health of the organization, including budgeting, financial planning, and audit compliance.
* Lead, mentor, and develop a diverse team, promoting a culture of excellence and continuous learning.
* Champion business development initiatives, exploring and vetting potential partnerships and opportunities for growth.

**Job Duties**

* Administers the affairs and operations of Nunumus Management Group.
* Advise the Board and its Committees on matters under their control and direction.
* Attend Board meetings and Committee meetings.
* Provide the Board and its Committees with background material research and information to enable the Board and its Committees to make sound decisions.
* Ensure the performance of contracts and agreements to satisfy all conditions and report to the Board.
* Supervise the preparation of agendas, minutes, and by-laws for Board and Committee meetings.
* Liaison with the community, including Council, Stataltmc, and Community members at large.
* Submit recommendations related to sound financial management including financial regulations.
* Oversee the annual development of corporate operating and capital expenditure budgets.
* Supervise preparation of quarterly comparative financial statements.
* Implement a budgetary control system.
* Recommend adjustments to the budget from time to time.
* Ensure that all requirements for the annual audit are met.
* Ensure the exact recording of all financial transactions. Reviews the general Ledger listings.
* Authorize the expenditure of monies and the acceptance of tenders or contracts for items within the bounds of the Board approved Financial Management policies.
* Review contracts and tenders.
* Ensure the accounting department systems and procedures work to carry out their functions efficiently and effectively.
* Manage the staff and prepare annual performance evaluations.
* Develop staff management and training programs individually tailored for each staff member.
* Implement and recommend Board approved personnel policies, personnel requirements, working conditions, recommending salaries, wage scales, fringe benefits and budget.
* Implement both on and off the job training programs.
* Advise on and execute strategies for staff recruitment, onboarding, disciplinary action, and separation, ensuring alignment with organizational personnel policies.
* Ensure maintenance of adequate personnel records, including job description, employee agreements and performance reviews in accordance with personnel policies.
* Acts as liaison and public relations officer in accordance with Board policy and direction.
* Oversee and administer the Computer and Software systems.
* Maintain an up to date and accurate filing system. Ensure there is a universal filing system for all departments.
* Maintain confidentiality of all records and files, unless the release of specific information is authorized by the Board.
* Conduct all other relevant duties as directed by the Board.

**Core Competencies**

* Exceptional leadership and communication skills.
* Strategic thinking and problem-solving capabilities.
* Adaptability and resilience in a fluid and challenging environment.
* Strong financial acumen and business development expertise.
* Commitment to community values and sustainable development.

**Qualifications**

* 5 to 8 years of senior leadership experience, preferably within the areas of finance, accounting, forestry, or related industries.
* A track record of successful business development, financial management, and strategic planning.
* Bachelor's or master's degree in business or a related field, with preference for a CPA, CFA or MBA.
* Experience in managing a large, di0stributed organization and working within complex, multi-stakeholder environments.

**Work Conditions**

* The role requires periodic travel and the flexibility to work overtime as needed.
* This position will involve both office-based work and engagement with communities and partners across various locations.

**Compensation**

$120,000-$130,000 annual salary

Total compensation consists of a base salary, participation in a comprehensive group benefits program, and a defined contribution pension p

lan.

If you are a strategic leader passionate about making a meaningful impact within the Nuxalk Nation, we invite you to apply for the position of CEO at Nunumus Management Ltd.

Please submit your application, including a resume and cover letter, to our recruitment team at *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*. The deadline for applications is May 15, 2024.