**TLA’AMIN MANAGEMENT SERVICES LP**

_Tla’amin Management Services LP_ (TMS) is the business arm of Tla’amin Nation located in Powell River, BC. TMS is inviting applications to fill a Chief Executive Officer position.

The CEO reports to the TLMSLP Board of Directors. Responsibilities include:

**Position Responsibilities**

- Operating existing businesses and Developing new business opportunities in accordance with Tla’amin Laws
- Develop Annual Operating Plans and budgets for TMSLP and all commercial entities.
- Identify and pursue opportunities consistent with the Annual Plan including concept papers, business plan writing and analysis.
- Provide regular updates to Economic Development Committee, Holdings and Operating Boards on progress of all initiatives.
- Deliver annual update to Tla’amin Citizens on existing business performance and future plans.
- Support the manager of each line of business, ensuring they have the tools and coaching to be successful.
- Develop and maintain effective working relationships with TMSLP employees, Tla’amin Nation Government and Tla’amin Citizens and members.
- Encourage and support small business opportunities for Tla’amin Citizens/members with the use of resources or tools that help with business proposal writing and funding.

**Education and Training**

- 4 Year degree in Business Administration; Master’s degree preferable and/or equivalent (Economics, Marketing or related discipline)
- Successful Experience in Business/Economic Development field with focus in:
  - Indigenous (First Nations) initiatives
  - NGO Enterprise & Social Enterprise Management & Development

Salary for the position will be negotiated commensurate with education and experience.

Contact info@tlaaminbusiness.com to submit cover letter and resume:

To learn more about Tla’amin Management services visit our website at www.tlaaminbusiness.com.

**Deadline February 18th, 2020 at 4:00 p.m.**
POSITION OUTLINE

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MANDATE

Tla’amin Management Services LP will realize its potential to optimize sustainable and consistent benefits from Tla’amin Nation’s assets in ways that are supported by its Citizens/members and are aligned with the Nation’s goals and values.

SPECIFIC POSITION ACCOUNTABILITIES

a. Develop and recommend Annual Operating Plans with supporting budgets for TMSLP and all commercial entities.

b. Execute the TMSLP Long Term (Strategic) Plan. Lead the ongoing optimization and evolution of the plan to align with Nation needs and environmental changes for approvals of the Economic Development Committee, Holdings and Operating Boards.

c. Execute the TMSLP agreement and any other agreements that develop with Tla’amin Nation.

d. Responsible for external outreach, evaluating results, and liaises with potential partners/governments to promote TMSLP opportunities to attract new business.

e. Accountable for the research, completion and project tracking/reporting timelines of funding proposals made to secure investment money for existing or new business.

f. Identify and pursue opportunities consistent with the Annual and Long-Term Plans, supported by Operating Board and approved Concept Studies and Business Cases prior to making commitments.

g. Provide regular updates to Holdings and Operating Boards the progress of all initiatives including each TMSLP line of business, identifying performances, successes, impending risks with recommended mitigating actions.

h. Deliver an annual update to the Tla’amin Citizens/members on existing business performance and future plans.

i. Support the managers of each line of business, ensuring they have the appropriate direction, oversight, training, tools and coaching to be successful.

j. Ensures that the businesses of TMSLP implement the appropriate training initiatives that will enhance and promote Tla’amin Citizens/members for first choice of employment.

k. Develop and maintain effective working relationships with TMSLP employees, Tla’amin Nation Government and Tla’amin Citizens and members.

l. Encourage and support small business opportunities for Tla’amin Citizens/members with the use of resources or tools that help with business proposal writing and funding.
GENERAL ACCOUNTABILITIES AS A MEMBER OF TMSLP

As an employee, you are accountable for:

a. Working effectively and with full commitment to the tasks assigned
b. Communicating your progress, challenges and successes regularly
c. Giving your managers your best advice
d. Ensuring business practices strictly operate within Tla’amin Laws, Regulations & Policies
e. Taking personal ownership of your professional, personal growth and development

As a manager of others, you are accountable for:

a. Assigning the right work at the right time to accountable employees to meet department goals
b. Managing your direct reports’ work outputs and their behaviours, through training, coaching and mentoring
c. Leading staff in your department to support and contribute to department goals
d. Ensuring a culture of transparency, delivering consistently our best, continuous improvement and innovation
e. Providing an open, safe and respectful work environment for your department

EDUCATION & TRAINING

- 4 Year Degree in Business Administration; Master’s Degree preferable and/or equivalent (Economics, Marketing or related discipline)
- Successful Experience in Business/Economic Development field with focus in:
  o Indigenous (First Nations) Initiatives
  o NGO Enterprise & Social Enterprise Management & Development

KNOWLEDGE & EXPERIENCE

- General Business Management Experience (minimum 7 years Sr. Management)
  o Business Operations
  o Effective Business Organization Structures/Designs
  o Developing Job Mandates
  o Coaching/Mentoring/Training Staff
- Strategic Planning
- Business Development (Identify/Pursue Opportunities, Propose Concept/Business Cases)
- Financial Management - P&L (Profit and Loss) driven
- Project Management Processes
- Marketing Plan Development
- Demonstrated ability to secure funding and grant monies to support projects
- Validated experience with businesses and investors to develop joint venture opportunities
- Understanding of both Tla’amin Nation’s and TMLSP’s purpose and goals
- Knowledge of the unique challenges facing “remote communities”
• Proven Negotiation & Persuasion skills to achieve goals
• Strong Collaboration Skills to build relationships, influence and manage conflicts to get things done
• Excellent Communication Skills (Verbal/Written/Presentation) for Reporting/Speaking/Marketing & Business Plan Writing
• Strong Research & Strategic Analysis Skills
• Prioritizing Multiple Projects & Building Teams
• Organizing Complex Project
• Problem Solving & Critical Thinking
• Excellent Computer Skills
• Effective Delegation