

Executive Director

Reports To: Chief and Council
Organization: Selkirk First Nation
Location: Pelly Crossing, Yukon Territory
Salary: \$123,000 to \$147,000

ABOUT SELKIRK FIRST NATION

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 740 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

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 to support the Community and reports to the 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

Serves as administration oversight for the 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 Senior Council Advisor 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 Administration on 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 and funding agencies, in a timely, responsible, and professional manner.
- Leading the several Management Committees, 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 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 one of the two 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 Department Directors, 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 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.
- 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

Bachelor's degree in Public or Business Administration (or an equivalent combination of education and experience), ideally within a First Nations context. Additional credentials in finance or human resources, such as a recognized designation or an MBA, are highly valued.

Preferred Knowledge (or Ability to Acquire)

- Understanding of Selkirk First Nation history, culture, and aspirations, including Traditional Knowledge—spirituality, customs, language, oral history, art forms, laws, land-based practices, and everyday life skills.
- Familiarity with Yukon and SFN governance systems, Land Claims, and related agreements.
- Knowledge of Human Rights legislation and Federal Labour Laws.

Leadership & Management Skills

- Proven ability to lead, plan, organize, and evaluate human, financial, and material resources.
- Skilled in policy development and implementation.
- Ability to motivate and supervise teams, fostering collaboration and accountability.
- Strong organizational and time management skills, with capacity to meet critical deadlines independently.
- Sound decision-making and problem-solving abilities.

Technical & Analytical Skills

- Ability to research, analyze, and synthesize complex information and documents.
- Translate political direction into actionable plans.
- Expertise in funding proposals—preparation, acquisition, monitoring, and management.

Interpersonal Skills

- Exceptional oral and written communication abilities.
- Collaborative team player with strong conflict resolution and negotiation skills.
- Ability to build trust and foster positive relationships within the community.

Working Conditions

- Primarily office-based with regular hours, but on-call availability for emergencies.
- Travel within Yukon bi-weekly to monthly; occasional travel outside Yukon.
- Ability to manage high-pressure situations, including emotional or upset clientele.
- Adaptability to multiple evolving priorities and frequent critical deadlines.

TOTAL REWARDS

- **Competitive Salary:** \$123,000 to \$147,000
- **Housing Provided:** Comfortable housing in Pelly Crossing (utilities paid by the employee)
- **Comprehensive Benefits:** Health, dental, vision, and life insurance
- **Paid Leave:** Vacation, cultural and personal leaves
- **Registered Pension Plan:** Secure retirement planning
- **Professional Development:** Ongoing training and growth opportunities
- **Impactful Work:** Lead meaningful projects in the stunning Yukon Territory

Join Selkirk First Nation

We invite individuals interested in this exciting opportunity to contact MNP. We appreciate all applicants; however, only those selected for interviews will be contacted.

Preference will be given to Selkirk First Nation Citizens and Yukon residents, though all qualified individuals are encouraged to apply.

We understand that not every candidate will meet all criteria. If you have the aptitude and a willingness to commit to life in Pelly Crossing, we encourage you to apply. Training and mentoring will be provided for candidates who demonstrate potential and a strong desire to learn.

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.

Frederick Punter, Manager, Executive Search and Professional Recruitment
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