

Role Description & Accountabilities

Chief Governance and Partnerships Officer

Job Posting

Job Title: Chief Governance and Partnerships Officer, Full Time Position

Reports To: ITBC House of Tyee (Board of Directors)
Works with the House of Tyee Governance Committee
Works in equal authority and decision-making capacity with the Chief Marketing and Development Officer and Chief Financial Officer

Posting Date: April 28, 2021

Closing Date: May 28, 2021 or until position is filled

Overview

Our vision is a prosperous and respectful Indigenous cultural tourism industry sharing authentic products that exceed visitor expectations.

Our mission is to provide training, awareness, product development and marketing to support a sustainable authentic Indigenous cultural tourism industry in B.C. while contributing to cultural preservation and economic development.

Collaborative Leadership Model

ITBC has transformed its organization system into a Collaborative Leadership Model that reflects Indigenous peoples and nations' traditional systems, cultures, values and principles. The three Chief Officer positions work collaboratively, with decisions made by consensus. These Chief Officer positions have equal authority, report to and are direct employees of the House of Tyee. In this renewed environment, corporate culture is foundational for the success of ITBC. The three Chief Officer titles are:

1. Chief Governance and Partnership Officer
2. Chief Marketing and Development Officer
3. Chief Financial Officer

Position Summary

The Chief Governance and Partnership Officer develops and maintains relationships with external organizations, Specifically, First Nations and their political agencies, Indigenous organizations, Government (federal and provincial) and tourism industry agencies, such as Destination BC and Destination Management Organizations. This position provides support to the House of Tyee and works directly with the Marketing Division, Finance / Operations Division, and House of Tyee Governance Committee.

Primary Responsibilities and Accountabilities

Responsibilities

- Provide support to the House of Tyee for governance, meeting direction and management, and keep the House of Tyee informed about partnership opportunities and challenges
- Ensure adherence to bylaws and constitution, contractual obligations, legalities, policies, guidelines, and business ethics
- Develop and manage policies, bylaws and structures
Make high-level decisions about policy and strategy in cooperation with other Chief Officers
- Develop high quality strategies and plans ensuring their alignment with short-term and long-term objectives
- Foster creation of an environment that promotes a family atmosphere while enabling outstanding performance and positive morale – lead and motivate governance division members
- Analyze problematic situations and occurrences, and give strategic direction and solutions to ensure the Indigenous tourism industry and organization's survival and growth
- Maintain a vast knowledge of First Nations, tourism, industry structure and influencers
- Build trust relations with key partners and stakeholders and act as a point of contact for important shareholders
- Develops and keeps public and external relationships with key industry partners
- Be a lead contact for external senior stakeholders, such as First Nations and the tourism industry
- Act as the primary spokesperson for the ITBC to external stakeholders in cooperation with other Chief Officers

Duties

- Attend House of Tyee and management meetings
- Be the primary contact for External/Public Relations
- Prepare partnership and MOU agreements
- Develop and manage special projects within your job role
- Participate in the development of grant and funding proposals when required
- Draft and manage budget and workplans within your job role
- Develop annual and project workplans as it relates to governance and partnerships
- Manage consultants and contractors as it pertains to governance and partnerships
- Maintain relationships with project and industry related partners

*Additional duties and responsibilities may apply

Essential Knowledge, Skills, and Abilities

- Extensive knowledge of Indigenous nations and cultures, with emphasis on First Nations in BC
- Ability to think strategically and operationalize and work in a leadership team to develop and implement the strategic plans
- Comprehension & Problem Solving – ability to understand new issues quickly and make wise decisions; analytical abilities and problem-solving skills
- Excellent judgment and discretion in handling sensitive data and confidential information
- Communication Skills – excellent written and verbal communication skills as

well as presentation skills

- Exceptional command of the English language, preferably previous experience in a role with strong emphasis on writing and editing
- Interpersonal Skills – understanding of human resources and personnel management, ability to manage and motivate the work of others, ability to work with a variety of different people with varying perspectives
- Ability to build consensus and relationships among executives, partners, and the workforce
- Capable of inspiring confidence and create trust
- Experience in developing strategies and implementing vision
- Strong project management/execution skills
- Strong understanding of finance and performance management principles
- Must be well-organized with strong attention to detail and follow-up skills
- Ability to manage multiple assignments, meet deadlines, work independently, and follow through to resolve day-to-day administrative matters
- Ability to work under pressure, plan personal workload effectively and delegate
- Computer literacy, including skills with Microsoft Word, Excel, PowerPoint, and Outlook required, and Social Media (e.g., Facebook, Twitter)
- Proficiency in the media landscape, understanding of social media activation and community engagement, external and public relations
- In-depth knowledge of corporate governance and management smart practices
- Proven facilitation and negotiation skills.

Qualifications

- Extensive knowledge of Indigenous cultures, with focus on First Nations in British Columbia
- A minimum of 5 years proven experience in a senior managerial position, or related positions such as Vice-President or CEO
- Proven knowledge and experience in the tourism industry
- Diploma or Degree in Business
- Experience building relationships and effective partnerships
- Valid BC Class 5 Driver's license

Critical Success Factors/ Key Performance Indicators

Demonstrated alignment with our vision, mission and values at ITBC.

Our values define what we believe and how we work together to support proud and resilient communities:

- **Authentic:** We are true to ourselves, our communities, values and traditions. It's what empowers us to showcase our connection to the land, people and culture.
- **Together:** We are stronger together. We are respectful and supportive of our people, our partners and our communities.
- **Impactful:** As an industry leader, we achieve meaningful and tangible results for our Indigenous communities.
Passion: We are emotionally invested and courageous. We care deeply about who we represent and take pride in what we do.

Partnerships and Outreach:

- Number created and / or maintained
- Type of partnership
- Regional focus

Other:

- Family team member performance
- Special Projects performance

Preference will be given to candidates of Indigenous Ancestry.

COVID 19

The health and well-being of the House of Tyee, Clan Houses, family and friends is our priority. Due to the COVID-19 pandemic, we are taking the precaution of working remotely and completing our work through the use of virtual meeting tools. However, the House of Tyee and Leadership Team will determine how family will return to the office setting as soon as it is safe to do so.

Interested Candidates

Interested Candidates should apply by submitting a cover letter with resume that outlines your experience, and include two references. Send to: Paula@IndigenousBC.com The posting will remain open until the position is filled.

We thank those who apply with a resume and cover letter, however, only those we wish to interview will be contacted. Thank you for your interest.