



# Cowessess Ventures Ltd.

## Chief Executive Officer Full-Time Contract Position

### **COWESSESS VENTURES LTD.**

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Cowessess Ventures Ltd. (CVL) is the economic development business entity responsible for overseeing the Cowessess First Nation businesses and partnerships. The entity actively manages two retail gas stations, a renewable energy facility and is actively developing land holdings and utility scale energy projects. The entity also partners with renewable energy companies and a construction company.

### **POSITION**

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We are seeking a dynamic and exciting individual to provide leadership and executive oversight. The CEO will report directly to the Board of Directors and be responsible for all operations of CVL and its related business entities. As an experienced and confident leader with proven strategic, critical thinking, problem solving, financial and business management and interpersonal competencies, the CEO will:

- Be the key executive-level management leader of CVL;
- Identify and manage the ongoing corporate, management and business development priorities of the organization;
- Implement the strategic plan in each business entity and align this with the current workplan;
- Ensure the advancement of owner, stakeholder and community engagement; and
- Foster strong and critical relationships with industry and business partners as well as municipal, provincial, federal and Indigenous stakeholders.

### **RESPONSIBILITIES**

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#### **Strategic Development & Management:**

- Provide executive governance leadership to develop short, medium and long-term business and organizational planning objectives and priorities. The CEO will be instrumental in implementing the strategic plan and ensuring it is aligned to the business vision.

#### **Governance:**

- Serve as the primary point of contact for the Board.
- Be accountable to identify and assess internal and external issues that affect CVL and its related business entities.
- Identify, manage, mitigate and report risk to the Board in conjunction with the Financial Controller.
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
- Liaise with external government agencies and departments, private industry, business and any other key individuals, groups or agencies in order to build strong working relationships and help achieve the strategic goals of CVL.

#### **Financial Performance:**

- In conjunction with the Financial Controller, develop and implement a financial management regime.
- Provide oversight for the overall financial operations of CVL and its related business entities.

### **Supervisory, Management & Leadership:**

- Direct the development of annual work plans for the staff that align with the strategic plan and business vision.
- Ensure adequate operational policies and procedures are in place.
- Ensure an appropriate Human Resource strategy and policies are in place to facilitate annual staff performance evaluation, training and professional development plans.
- Promote a positive, healthy and safe work environment.
- Provide support and mentoring to staff members.
- Provide regular reporting on progress of achieving goals and objectives.
- Ensure the development, execution and reporting of an annual business, organizational and financial plan.
- Brief the Board in a timely and accurate manner.
- Foster a strong and collaborative working relationship with the executive staff of other Cowessess First Nation entities.
- Provide executive oversight in the implementation of and adherence to the CVL bylaws, policies, procedures and other administrative processes.

### **PROFESSIONAL QUALIFICATIONS**

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- At a minimum, a Graduate or Undergraduate Degree or a Certificate in a related discipline;

### **AND/OR**

- 10+ years of executive management, professional development and leadership experience.

### **Skills/Experience:**

- Excellent project management and organizational skills;
- Ability to execute strategic plans as directed by the Board;
- Strong written and oral communication skills including public speaking;
- Demonstrated leadership ability to manage a diverse team and convey the strategic vision to motivate staff;
- Knowledgeable in finance, budget preparation, analysis, decision-making and reporting regimes;
- Knowledge and awareness of all applicable federal and provincial legislation;
- Be aware of First Nation culture and practices; and
- Be an excellent change management steward.

### **Working Conditions:**

- Work locations include the Cowessess Urban Office in Regina, project sites, the Cowessess First Nation and other locations as required.
- Work hours are standard (Monday to Friday) but additional working time and/or evening and weekend work may occasionally be required.
- The position is based out of the Cowessess Urban Office in Regina and travel will occasionally be required. Travel and accommodation expenses will be eligible for reimbursement as per the CVL policies and manuals. There is a requirement to have or have access to a reliable vehicle which can

be used for work purposes and have and retain a valid Saskatchewan driver's license for the duration of employment.

**Compensation:**

- To be determined based on the candidate's level of experience and qualifications.

Please submit applications via email to [admin.ventures@cowessessfn.com](mailto:admin.ventures@cowessessfn.com); applications can also be dropped off at the Cowessess Urban Office in Regina.

For more information regarding this opportunity, please contact Kathryn Dalsgaard, Acting CEO, at [kathryn.dalsgaard@cowessessfn.com](mailto:kathryn.dalsgaard@cowessessfn.com) or (306) 227-8087. Deadline for applications is Friday, July 30, 2021 at 4:30 PM.