



**SWAN RIVER FIRST NATION**  
**P.O. Box 270**  
**Kinuso, Alberta**  
**T0G 1K0**



**FOR IMMEDIATE RELEASE**

**Swan River Band Corporation & Business Corporation** is currently accepting applications for a “**Chief Executive Officer**” to be an integral part of our management team.

The Swan River Business Corporation (“SRBC”) was created as a result of the ratification vote of the Members of the Nation in 2017 with respect to the Nation’s Agricultural Benefits Settlement Agreement with the Government of Canada; in addition, it was created to assist in the progress of economic development opportunities for the Nation.

**BASED AT:** Swan River First Nation, Kinuso, AB

**POSITION TERM:** Minimum one year with the possibility thereafter to determine a further extension.

**POSITION SUMMARY:** Working in this highly demanding and critical role, the primary purpose of the CEO, as a member of the Executive Leadership team, is to provide the key strategic leadership and support for the Swan River Business Corporation as well as all Swan River Band Corporation businesses.

You will oversee:

- organic and partnership growth;
- defining the key economic development success factors for the Swan River Group of Companies;
- maximizing value and profit;
- building and maintaining successful relationships with strategic clients, subcontractors and suppliers;
- building and maintaining a respectful and credible image; and,
- establishing / empowering a high-performance culture.

**KEY RESPONSIBILITIES**

- Reporting to the Board for the SRBC and to Chief and Council of the Nation, the CEO is responsible for directing the business activities of the SRBC as well as all other Nation businesses, with the objective of providing maximum profit and return on invested capital and achieving the corporations current and long-term range objectives. The CEO monitors organizational performance and adjusts course as necessary to achieve the goals as set out by the Board of Directors.
- The CEO leads the development of organizational strategies, policies and operational plans in collaboration with the Board and oversees the day-to-day business operations including finance, communications and marketing and human resources. The CEO acts as the key spokesperson for the SRBC and represents the business partners, governments and communities.
- Manage the Swan River Group of Companies in a profitable manner in meeting the needs of all stakeholders.
- Ensure accountability for operations and ensure that the Swan River Group of Companies is meeting its objectives based on established performance indicators.
- Identify, evaluate and implement new business investment opportunities and assist Chief and Council with stimulating local business development within the private sector in the community.
- Participate in monthly review of business development opportunities, status of outstanding proposals and prospective opportunities. Provide guidance, strategy or personal support to secure important business.
- Identify and proactively initiate meetings in regards to public, community and industry relations to increase involvement and visibility of the Swan River Group of Companies image and regional presence.
- Direct the development and implementation of a 5-year business plan for the SRBC and incorporate relevant goals and strategic initiatives into the corporate business plan as set by the Board and Chief and

Council.

- Lead and approve any initiative to build, acquire and add on major additions to the Swan River Group of Companies assets.
- Research private and public funding opportunities and consult with industry and government representatives concerning eligibility requirements for funding.
- Prepare proposals and secure funding or grant monies for projects that support Economic Development
- Ensures all necessary reporting is submitted to ensure compliance for funding
- Develop multi-year budgets that support the strategic goals of the department. Administer, monitor and authorize expenditures within approved budgets.

### **QUALIFICATIONS & CREDENTIALS**

- A Master's degree in business administration, finance or other relevant post-secondary credentials in combination with a minimum of ten years' successful experience in a senior leadership role. Specific experience in the field of economic development or banking/financial services industry will be an asset. Knowledge of Indigenous culture would be advantageous (preferably in a First Nation Environment).
- Proven ability to work with Business and investors to develop joint venture opportunities
- Proven ability to secure funding and grant monies to support projects that further develop economic opportunities for the community
- Must have - Valid Class 5 AB Driver's License with a clean driver abstract
- Must have - Completion of RCMP and Province of AB Criminal Records Checks
- Strong computer skills in Microsoft office
- Willingness to work after hours and/or on weekends if necessary;
- Willingness to submit an Oath of Confidentiality;
- Must maintain good strong relations and systems of communication with leadership;
- Experience working with First Nations would be beneficial;
- Experience with First Nations culture, traditions and protocols;

***This description is not a comprehensive listing of activities, duties or responsibilities that may be required of the contractor/employee, and other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.***

### **APPLICATION PROCESS**

Please send your resume, cover letter and salary expectations to:

**Rafi Khan, Chief Executive Officer, Swan River First Nation**

**EMAIL: [rafi.khan@srfn.ca](mailto:rafi.khan@srfn.ca)**

**VIA FAX : (780) 775-3796**

**\*\*We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted\*\***