



We Wai Kai Nation  
690 Head Start Crescent  
Campbell River, BC  
V9H 1P9

## **Job Posting: Business Operations Manager**

**Position:** Business Operations Manager

**Reports To:** Economic Development Director

**Department:** Economic Development

**Location:** We Wai Kai Nation, Campbell River, British Columbia

**Job Type:** Full-Time

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### **Who We Are**

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

### **Position Overview**

The Economic Business Operations Manager (EBOM) is responsible for overseeing and managing the economic business operations within the We Wai Kai Nation's community. This position will ensure the efficient and effective operation of various business entities while promoting economic growth, sustainability, and community development. The EBOM will supervise entity managers, coordinate operations, provide support to business ventures, and report directly to the Economic Development Director.

This job description provides a general overview of the duties and responsibilities of the Economic Development Business Operations Manager. In addition to the job description, more detailed lists of job duties and responsibilities may be available. The Nation's policies and procedures further describe performance and behavioural expectations of all employees.

### **EBOM Responsibilities and Duties:**

#### **Operational Management:**

- Oversee the day-to-day operations of the Nations' business entities, ensuring alignment with community goals and objectives.

- Assist entity managers in the implementation and optimization of business processes, systems, and procedures to maximize operational efficiency.
- Ensure that all entities comply with governance, financial policies, and regulatory requirements.
- Work closely with entity managers to identify challenges, streamline operations, and ensure the highest levels of productivity.

#### **Supervision and Leadership:**

- Supervise entity managers across different business units, offering guidance, support, and performance management.
- Lead regular meetings with entity managers to discuss operational goals, performance metrics, and challenges.
- Facilitate professional development opportunities for entity managers and their teams to build capacity within the community.
- Foster a collaborative, positive, and solution-oriented work environment across all business units.

#### **Strategic Planning and Growth:**

- Collaborate with the Economic Development Director and CFO to develop short-term and long-term business strategies that align with the Nations' vision for economic growth and community well-being.
- Help identify new business opportunities, partnerships, and projects that will benefit the community and support economic diversification.

#### **Reporting and Accountability:**

- Provide detailed reports to the Economic Development Director and CFO on the performance, progress, and challenges of all business entities.
- Prepare and present regular operational reports on a monthly basis for the Economic Development Director and CFO.
- Ensure that the reporting system is accurate, timely, and supports informed decision-making by the Economic Development Director, CFO and the Nation's leadership.

#### **Financial Oversight:**

- Work with the CFO and financial teams to develop and assist with managing budgets for business operations, ensuring the effective allocation of resources.
- Review financial statements and performance reports with entity managers to ensure the financial health of each business entity.
- Identify and implement cost-saving measures without compromising quality or service.

#### **Community Engagement and Stakeholder Relations:**

- Serve as a liaison between business entities, community leaders, and external stakeholders, ensuring transparent communication and fostering strong relationships.
- Actively participate in community events, consultations, and forums to represent business operations and gather feedback from community members.

**Risk Management:**

- Identify operational risks and develop strategies to mitigate them, ensuring business continuity and sustainability.
- Ensure that appropriate insurance, liability, and legal protections are in place for all business activities.
- Monitoring managers to ensure compliance with the Nation's policies and procedures.

**Reporting:**

- Provide regular updates to the Economic Development Director regarding business performance, challenges, and opportunities.
- Collaborate with the director on decision-making for new initiatives, partnerships, and business ventures.
- Assist in developing strategies that reflect the WWK Nations' values and long-term economic goals.

**Preferred and Required Qualifications & Experience**

[Some required qualifications may be achieved on-the-job]

- University degree in business administration, economics, marketing or a related discipline
- Demonstrated record of accomplishment in business and economic development with a minimum of 3-5 years relevant supervisory management experience
- Strong background in economic or business development, preferably within a First Nation or Indigenous organization.
- Proven experience in financial management, including budgeting, forecasting, and financial reporting.
- Strong leadership and people management skills with the ability to coach, mentor, and motivate teams.
- Excellent strategic thinking and problem-solving abilities.
- Strong understanding of the First Nation's cultural, political, and legal frameworks.
- Exceptional communication and interpersonal skills for dealing with both internal and external stakeholders.
- Knowledge of business operations, market analysis, and risk management strategies.
- Ability to work with diverse teams and manage complex projects.
- Clean criminal record [relevant to the position]
- Must have a vehicle in good operating condition and appropriate vehicle insurance to and from work.
- Knowledge, training, and time management skills required to organize, develop, and deliver social, cultural, and other programs and events
- Positive and respectful outlook towards their job and other employees
- Adherence to the workplace rules and policies of the Nation, the established procedures related to this position, and to generally accepted work practices related to respectful and cooperative team performance.

**Personal Attributes**

This role requires sound professional skills and judgement. Knowledge of principles and practices of economic/business development, strategic planning, program administration and resourcing, organizational and management practices, marketing, and financial literacy are required. The incumbent must have advanced abilities to initiate and lead, communicate, make decisions, and manage relationships.

### **Physical Requirements and Working Conditions**

This position is nominally scheduled to work Monday to Friday dayshift but will often require flexibility and additional time to deliver its leadership mandate, including overnight stays. Works independently and collaboratively inclusive of regular supervision.

### **Compensation**

- Wage range \$42.75 - \$49.50
- Benefit and pension plan

### **How to Apply:**

If you are interested in this opportunity, please submit your resume and cover letter to [careers@wewaikai.com](mailto:careers@wewaikai.com). The posting will remain open until the position is filled. Preference may be given to Indigenous applicants in accordance with the organization's hiring policies.

**We Wai Kai Nation is an equal opportunity employer and encourages applications from Indigenous candidates, persons with disabilities, and other underrepresented groups.**