



Employment Opportunity

Administrative Director

UNION OF B.C. INDIAN CHIEFS (UBCIC)

The UBCIC is a not-for-profit First Nations political advocacy organization representing and taking direction from member First Nations in British Columbia. We aim to protect and advance the political and territorial rights of First Nations Peoples in B.C. and strengthen First Nations to assert and implement their right of self-determination as Indigenous Peoples. We support First Nations Peoples at regional, national, and international forums.

The UBCIC upholds the principles and standards articulated in the *United Nations Declaration on the Rights of Indigenous Peoples* (UNDRIP) for the establishment and maintenance of a universal framework of minimum standards for the survival, dignity, well-being, and rights of Indigenous Peoples.

Working for UBCIC, you have the chance to impact change in the lives of First Nation Peoples. Our office is a warm and welcoming place where we care about our employees, create space for staff and value fair and equitable work practices.

ABOUT THE POSITION

Position: Administrative Director

Reports to: Executive

Location: Vancouver Office

Salary: \$109,200 - \$131,000 per annum (Additional compensation may be considered for candidates with substantial experience and qualifications)

Start Date: ASAP

Type/Term: Regular, Full-time (7 hours per day, 35 hours per week)
8:30 am to 4:30 pm Monday to Friday (excluding holidays)

Brief Overview

The Administrative Director plays a pivotal role in managing UBCIC's day-to-day operations and administrative and financial functions, and ensuring effective operations to support the Executive and staff in alignment with UBCIC's mandates and vision. The Administrative Director's primary responsibility is to the organization as a whole, ensuring that decisions and actions align with and support its overall goals and priorities. The role is responsible for implementing policies and practices that promote a positive workplace culture, supporting employee wellness, and ensuring work-life balance, all while maintaining the efficiency and financial stability required for the organization to meet its mission. By creating a supportive atmosphere, and ensuring equitable treatment of all staff, the Administrative Director helps to retain a motivated and effective workforce.

The Administrative Director plays a crucial role in overseeing UBCIC's financial health and sustainability. Working in collaboration with and providing oversight to the Finance Coordinator, the Administrative Director is responsible for overall budget-development, financial reporting, cash flow management, and ensuring compliance with nonprofit regulations and funding requirements. The Administrative Director ensures financial strategies align with UBCIC's overall mission and goals, ensuring that financial resources are used efficiently and effectively to support programs and services and that financial operations are integrated with administrative functions to maintain transparency, accountability, and

long-term success, ensuring that the organization operates within its budget and complies with all legal and regulatory requirements.

What You Can Bring To The Role

Key competencies include:

- Demonstrating a deep understanding of UBCIC's history, identity, mission, and values.
- Ability to align actions and decisions with the Executive and Chiefs Council mandates to ensure the effective execution of organizational priorities.
- Possessing strong leadership and management skills, able to build and foster cohesive teams while supporting staff development through coaching and understanding individual strengths and gaps.
- Communicating clearly, respectfully, and accessibly in both verbal and written forms, ensuring transparency and effective interactions, including navigating situations with empathy, maintaining strong interpersonal relationships, and being skilled in building connections with internal and external parties.
- Demonstrating thoughtful problem-solving, strategic planning, and decision-making, while maintaining confidentiality and impartiality.
- Ability to manage multiple projects, initiatives, and dynamic priorities ensuring efficiency, focus, and accuracy.
- Working effectively both independently and as part of a team, delivering results in diverse settings by being self-directed, flexible, and able to adapt to changing circumstances while managing time and priorities effectively.
- Ability to navigate diverse and often challenging reporting requirements set out by government agencies and foundations with attention to detail and accuracy.
- Ability to handle sensitive information with respect, compassion, and discretion, ensuring confidentiality in all professional interactions.

Key Responsibilities/Accountabilities

The Administrative Director is responsible for the following key functions:

- **Executive Engagement:** Collaborate closely with the Executive leadership team to provide critical data and insights for informed decision-making on administrative and financial matters.
 - Engage in strategic planning and forecasting to align operational goals with UBCIC's mission and vision for long-term success.
 - Implement the Executive's directives while offering proactive recommendations on administrative processes, financial stability, and operational efficiency.
 - Deliver comprehensive reports to ensure the Executive team is well-informed for decision-making and provide strategic advice on resource allocation, risk management, and funding strategies to address challenges and capitalize on opportunities for growth.
- **Leadership, Planning, Operations:** Collaborate with the Executive to develop and implement long-term planning, set goals, oversee administrative functions (HR, facilities, finance, office operations, compliance), oversee the implementation of programs and projects, track progress, and ensure policies align with legal requirements, best practices and with UBCIC's mandates and vision Make final administrative decisions.
- **Operational Management:** Oversee the monitoring and evaluation of operational performance, ensuring that resources are utilized effectively and that any operational challenges are proactively addressed. A key member of senior leadership staff team at UBCIC, leading core initiatives and working with other department leads to develop and consider organization-wide policies and procedures.
 - Develop, review, and implement organization-wide policies and procedures that enhance operational efficiency, consistency, and compliance across all areas ensuring work toward

shared objectives and identifying opportunities for process improvements and organizational growth.

- Make operational decisions related to administrative processes, internal operational and administrative policies and procedures, human resource management, budget allocations, projections and expenditures (including approving day-to-day purchases and expenses, reviewing and approving contracts).
- Ensure that policies and procedures remain adaptable to the evolving needs of the organization and external regulatory requirements.
- Oversee the day-to-day operations, ensuring that the organization's staff, resources, and processes are effectively managed and supported; approving, implementing and monitoring the consistent maintenance of internal policies and procedures.
- Carry out direct supervisory authority over the Finance Coordinator, Office Manager, and Technology Manager to ensure day-to-day office operations and administration are running smoothly.

- **Staff Management**

- Carry out direct supervisory authority over all staff in relation to finance and administrative matters and human resource matters, including, but not limited to, hiring, discipline, performance evaluation, leave, salaries and wages, and termination.
- Oversee Human Resources projects and recruitment and retention staffing needs, including participation in interview committees, performance evaluations, and final approval of hiring
- Manage hiring processes, including employment agreements, onboarding, etc.
- Oversee compensation and benefits structures, administration, and ensure compliance with federal and provincial labor laws.
- In collaboration with management team, oversee or participate in staff training programs and opportunities to ensure a skilled and motivated team.
- Maintain an overall productive and supportive staff environment; manage/support the team to create a supportive, inclusive work environment.

- **Compliance & Risk Management:**

- Ensure compliance with all federal, provincial, and any other applicable legal requirements relevant to the organization's operations.
- Develop and implement risk management policies to ensure organizational resilience in the face of potential risks, both operational and reputational.
- Oversee contract management and legal documentation, ensuring that agreements are consistent with organizational policies and align with UBCIC's mandates and visions.

- **Financial Management and Oversight:** Manage UBCIC's budget, financial planning, and financial reporting, making decisions related to all budgets within the organization on resource allocation, program funding, and operational expenditures to ensure financial sustainability, alignment with strategic goals, and transparency. Primary credit card holder and signatory on all accounts.

Collaborate with the Finance Coordinator to:

- Ensure financial reporting and management aligns with annual audit requirements.
- Create and manage organizational budgets.
- Develop, track, and report the organization's budget to ensure accurate financial records, implement internal controls, and monitor cash flow and maintain accurate accounting practices and regular financial reporting.
- Ensure the proper allocation of administrative resources, identifying opportunities for cost savings, improving efficiency, and managing expenditures to stay within budget.
- Ensure alignment with strategic goals, and project future financial needs
- Ensure contracts with vendors, donors, and other stakeholders comply with legal standards and protect the organization.

- **Fundraising and Development**

- Spearhead fundraising efforts, manage fundraising contractors, develop relationships with donors and sponsors, and identify new revenue sources.
- Develop strategies to ensure the continuity of operations in times of funding shortfalls by identifying alternative funding sources to maintain the organization's core functions and stability.
- Liaise with funders and charities.
- Understand and manage the financial and administrative requirements of grants, contributions, investment income, payables, receivables etc., ensuring proper budgeting, reporting, and compliance.
- Provide oversight of non-profit and charity financial management and administrative practices to ensure compliance and transparency.

- **Communications and Engagement:**

- Act as a key contact and represent the organization internally and externally for administrative, financial and organizational matters.
- Support and implement Indigenous cultural protocols in organizational communication and community relations in alignment with UBCIC's mandates and vision.
- Ensure clear, efficient communication within the organization.
- Liaise with external stakeholders, donors, community organizations, and the public.

Carry out other duties as assigned/required

Qualifications

Required

- MBA, Master's in Public Administration/Leadership, or a combination of equivalent education and experience.
- 5-10 years of senior management experience including budgeting and strategic/operational planning.
- 5+ years of experience leading/supervising teams.
- Extensive knowledge and understanding of UBCIC's history and mandate.
- Extensive experience and understanding of BC First Nations political, legal, social, and cultural contexts.
- Knowledge and experience in contract management, fundraising principles, organizational finance, contract administration and law, HR practices, as well as non-profit law and regulations.
- Ability to identify potential risks (financial, legal, security, operational) and develop strategies for mitigation.
- Strong working knowledge of MS Office Suite (Outlook, Word, Excel, PowerPoint).
- Experience with, or the ability to learn, specific software programs relevant to the role's requirements.
- Proficient in interpreting financial statements (income statement, balance sheet, cash flow statement).
- Working level understanding of accounting practices, particularly in the non-profit sector.
- Knowledge of the financial and administrative requirements of grants, ensuring proper budgeting, reporting, and compliance.
- Familiarity with compensation structures, benefits administration, and labour laws.

Working Conditions/Demands

- Hybrid work options available.
- Work long hours using computer or other equipment.
- Requirement to work additional hours (e.g. evenings or weekends) as needed.

- High mental strain when managing the complexities/workloads.
- Requires monthly travel to and attendance at meetings, Chiefs Council Meetings and the Annual General Assembly (may be virtual or in-person).

In Return For Your Expertise/Total Compensation

Every employee at the UBCIC is key to our success as we are a small but mighty team. For that reason, we offer a generous total compensation package, including pay, benefits and other perks. Appreciating that we work and contribute in different ways based on the kind of work we respectively do, we are intentionally focused on creating an overarching supportive and responsive workplace culture that is centered around caring for our mission/vision, our team, our members and partners.

We offer a competitive annual salary commensurate with your experience for this role, plus comprehensive benefits including extended health benefits, employee assistance program, dental care, flexible time/work arrangements, extensive vacation leaves including paid leaves above the Canada Labour Code (CLC), sick leave, retirement savings plan and professional development.

How To Apply Interested candidates are invited to submit the following to careers@ubcic.bc.ca noting in the subject line “**Administrative Director**”:

1. A letter of interest outlining how your previous experience and education would support this position..
2. An up-to-date CV.

The position will remain open until filled. Successful candidates will be asked to provide references following the interview. We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. UBCIC hires based on skills, ability, and qualifications and we welcome applications from all qualified candidates.

We proudly uphold our identity as a First Nations workplace and are committed to honouring and enriching the cultural traditions that reflect the communities we serve. We warmly welcome and strongly encourage First Nation and Indigenous individuals to apply and bring their voices, experiences, and strengths to our team.

We aim to provide support through this recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodation during the interview process, please let us know. We thank all applicants for their interest; only those selected for an interview will be contacted.