

EMPLOYMENT OPPORTUNITY

Canadian Council for Aboriginal Business (CCAB)

Chief Operating Officer

CCAB is a national non-profit charitable organization founded in 1984 and is committed to the full participation of Aboriginal peoples in the Canadian economy. CCAB offers knowledge, resources, and programs to both business Canada and the Aboriginal-owned companies to help foster relationships and economic opportunities across Canada.

We are looking for an experienced Chief Operating Officer or COO to oversee our organization's ongoing operations and procedures. You will be the company's second-in-command and responsible for the efficiency of business.

The COO role is a key member of the senior management team, reporting only to the President & Chief Executive Officer. You'll have to maintain control of diverse business operations, so we expect you to be an experienced and efficient leader. If you also have excellent people skills, business acumen and exemplary work ethics, we'd like to meet you.

Essential Duties and Responsibilities: The Chief Operating Officer is responsible for day-to-day operations to support the growth and add to the bottom line of the organization. They focus on aligning the organizations strategic actions and goal-setting across all departments and direct the operations of CCAB in support of its goals.

Duties and Responsibilities (including but not limited to):

- Refine and execute an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization;
- Communicate the organizational operational plan and vision downwards and departmental progress upwards including managing Balanced Scorecard;
- Manage change initiatives for the organization with comprehensive planning and smooth execution;
- Ownership of all operational processes including the creation and maintenance;
- Oversee the re-engineering and maintenance of CCAB's operational processes with an aim towards achieving ultimate efficiency and effectiveness;
- Oversee the development, review, and management of CCAB's Performance Management system;

- Identify and evaluate the risks to the organization's people (members, staff, management, and volunteers), property, finances, goodwill, and image and implement measures to control risks;
- Work with departmental leads in preparing the budget;
- Ensure that all activities are in compliance with company policies, procedures and processes, and that regulatory requirements are adhered to.
- Ensure that appropriate controls are in place to ensure that the department is compliant with all applicable regulations and company policies related to the protection and security of information.
- Ensure that sound Human Resources practices are followed within CCAB;
- Foster positive organizational culture through change management techniques;
- Represent the programs and point of view of the organization to agencies, organizations, and the general public;
- Supports President & CEO in Board meetings and related activities;
- Strengthen the organization's capacity and motivating through ongoing coaching, continuous improvement projects, team building activities and sound management practices;
- Evaluate new and emerging technology products and services, and identifying opportunities for increased efficiency in the operations.

Education and Work Experience:

- Bachelor's degree preferred (or higher);
- A minimum of 10 years professional experience, with a proven track record, working in a business and operational leadership role;
- 5+ years of experience in an Aboriginal work environment, or related industry required.

Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills;
- Excellent customer service and interpersonal skills;
- Demonstrated ability to manage key external relationships, including CCAB members, business partners, government agencies, and political relationships on all three levels;
- Superior operational activities and practical knowledge;
- Able to identify key issues facing the organization and strategically overcome internal and external challenges;
- Strong leadership skills with a professional presence and demeanor to champion the organization;
- Excellent negotiation skills and ability;
- Proficiency in fiscal management, business finance, capital funding, contracts, and partnerships;

- Sound understanding of risk management;
- Knowledge of personnel policies, practices, and procedures;
- Organized, strong record retention and time management skills;
- Excellent independent decision making and creative problem solving skills;
- Consistent record of meeting operational commitments;
- High degree of integrity, energy and initiative;
- Proficiency in French considered an asset.

First Nations, Inuit and Métis applicants are encouraged to apply for this opportunity. If you would like to apply for this role, please include a cover letter and a current resume listing your qualifications. Please send to hr@ccab.com. The deadline to apply for the position is July 27th, 2018. Information regarding CCAB is available at www.ccab.com

We thank all applicants in advance. Only those selected for an interview will be contacted.