



## Chief Administrative Officer

### TSAWWASSEN FIRST NATION

#### Tsawwassen, Great Vancouver, BC

Reporting to the Chief and responsible to Executive Council, the Chief Administrative Officer (CAO) provides leadership to a team of professionals and is responsible for implementing Chief and Council's vision and goals for the organization and the nation as a whole. He or she oversees all aspects of the day-to-day administration of the TFN Government, and works with external partners and stakeholders to ensure opportunities for the community are leveraged in a way that secures its growth and sustainability. With major industrial, commercial and residential projects underway, the CAO must balance the need to drive opportunities forward while maintaining a high level of service and support to members.

As the ideal candidate, you have experience in a high growth, dynamic organization, and are proven at managing change. You are a strategic thinker with natural leadership skills who provides good mentorship and coaching to the team. In addition, you possess strong relationship building qualities and a commitment to delivering exceptional public service and best practices in public administration. You are comfortable managing many different priorities concurrently, and adept at moving agendas forward in a multi-stakeholder environment. You are known for your ability to develop credibility and effective working relationships with elected officials, employees and external stakeholders. Experience in community capacity building and an ability to leverage opportunities for the well-being of all members of a community will be a significant asset.

This is a critical time in the history of the TFN. If you are innovative, possess strong business acumen, can develop creative solutions to important issues and can build a positive organizational culture, please provide a covering letter and résumé in confidence to **Allison Rzen** or **Gordon Andersen** at [www.pfmsearch.com](http://www.pfmsearch.com).

*Tsawwassen First Nation (TFN) is a rapidly growing, self-governing First Nation with responsibilities that include community services, cultural and educational services, natural resource management, land management, economic development, health and social services, and all aspects of running a government body. Tsawwassen translates as "land facing the sea", and that is an accurate description of the community's traditional territory. The natural resources and environment therefore play a significant role in all activities of the nation. There is an opportunity to help this well respected nation become even more powerful culturally and economically as the new Chief Administrative Officer.*



**TSAWWASSEN FIRST NATION**  
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EXECUTIVE SEARCH

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