



# Chief Administrative Officer

## TSAWWASSEN FIRST NATION

### Tsawwassen, Greater Vancouver, BC

A tremendous opportunity exists for an innovative and values-driven individual looking to take part in the continued evolution of a dynamic government. Reporting to the Chief and responsible to Executive Council, the Chief Administrative Officer (CAO) leads a team of professionals and is responsible for implementing Executive Council's vision and goals for the organization and the Nation as a whole. The CAO 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 TFN Members.

The ideal candidate brings experience in a growing, dynamic organization, and is proven at managing change. The CAO is a strategic, big picture thinker with natural leadership skills who possesses strong relationship building qualities and a commitment to delivering exceptional public service and best practices in public administration. Flexible, responsive and open-minded, the CAO recognizes the unique nature of what TFN is doing in creating a path where no template exists and appreciates the impact this work will have for generations of TFN Members, as well as other First Nations communities. The incumbent is known for their ability to develop credibility and effective, trusting working relationships with elected officials, employees, external stakeholders and community members. 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, find creative solutions to critical issues and can build a positive organizational culture, please provide a covering letter and résumé in confidence to **Allison Rzen** or **Jennifer Madden** 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.*



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