



**Chief Executive Officer  
Bayside Development Corporation**

**Location:** Paqtnkek Mi'kmaq Nation, Antigonish County, Nova Scotia

**Job Type:** Full Time Permanent

**Salary:** Commensurate with qualifications and experience

**About Us**

Bayside Development is the business development arm of Paqtnkek Mi'kmaq Nation. Established in 2018, the mission of Bayside Development is to make the Paqtnkek Mi'kmaq Nation community economically prosperous.' Bayside Development is responsible for the management of on and off reserve businesses as well as the development of additional business opportunities that are consistent with the Core Values.

Bayside Development is growing rapidly and becoming increasingly recognized locally, provincially and nationally for the opportunities being pursued and the high quality of management. To be the leader of the team you must be willing and able to work in a sometimes fast paced environment with strict deadlines. Working with government partners, the CEO encourages the emergence of new business opportunities for Bayside Development and is passionate about improving the innovation, productivity and exporting capacity of the businesses. The CEO cultivates close working relationships with the business community and works with federal provincial, and municipal governments, and other non-for-profit partners to support the development and attraction of new businesses, and retain and expand existing businesses.

**Key Responsibilities**

- The CEO is appointed by and reports to a policy governance Board of Directors. The CEO is accountable for managing all administrative aspects of Bayside Development including operations, personnel management, budget management, program management, policy management (not formulation), financial reporting,

- partnership development, stakeholder relations, internal and external communications, and risk management.
- The CEO exercises leadership and administrative authority in directing the day-to-day operations of Bayside Development, in allocating its resources and in deploying and directing staff – develop the Bayside Development Strategy and a 5 Year Action Plan and the administrative expectations of funding partners.
  - The CEO will provide the information required by the Board of Directors to conduct its business and make decisions in areas such as policies and strategy. The CEO will serve a diverse group of stakeholders that includes the Board of Directors, not-for-profit partners, the business community, municipal, provincial and federal government departments.

### **Areas of Accountability**

- The CEO leads Bayside Development to ensure that it is appropriately resourced, organized, managed, and staffed. Negotiates agreement with partners and third parties for the provision of services and support.
- Assesses risks to Bayside Development and ensures that they are monitored and minimized. Informs Board of Directors when corrective actions have been taken or are required to reduce organizational risks and preserve a focus on strategic ends.
- Ensures that effective internal controls, management practices, administrative processes, and information systems in place. Ensures that the resources, assets and expenditures are efficiently and transparently managed.
- Develops good working relationships with partners and stakeholders such as but not limited to municipal, provincial and federal government officials and administrators, sector associations, business serving organizations, academic institutions, and the media.
- Fosters effective working relationships with the business community and partners to support the development and attraction of new businesses and retention and expansion of existing businesses.
- Leads the development and implementation of the Bayside Development short term and long term strategies and plans. Ensures that all Bayside Development plans, projects and initiatives are aligned with The Bayside Development Economic Development Plan, the Paqtnkek Mi'kmaw Nation Community Plan and are consistent with the priorities established by the Board of Directors
- Communicates effectively to the Board of Directors as well as partners, stakeholders and business clients.
- Develops performance targets in conjunction with the Board appropriate for the Bayside Economic Development strategy and the Paqtnkek Mi'kmaw Nation

Community Plan. Ensure that the Board of Directors receives regular and relevant information so that the performance can be appropriately tracked and measured. Develops and promotes a results-oriented culture that values transparency, efficiency and accountability.

### **Required Competencies**

- Networking
- Leadership and Management
- Business Development and Management
- Effective and Interactive Communication
- Decisiveness
- Partnering & Relationship Building
- Strategic Orientation
- Team Leadership
- Diversity

### **Qualifications:**

Candidate must have:

- Bachelor of Business Administration and preference given to candidates with a Masters Degree in business administration or equivalency.
- 7 to 10 years corporate managerial experience
- Strong networking background
- Business development and marketing experience

### **Other Considerations**

The position comes with many incentives including two weeks paid vacation in December (subject to Board approval annually), pension and benefits. There is no relocation incentive for this position.

Please send your resume and cover letter along with three (3) references to: Darryl McDonald, Director of Administration, 7 Dillon Street, Antigonish Co., Nova Scotia B0H 1A0.

By email: [darryl.mcdonald@paqtnkek.ca](mailto:darryl.mcdonald@paqtnkek.ca) or Fax (902) 386-2781. Resumes will be accepted via Canada Post, Courier, email and fax (902) 386-2043 until 4:00 pm Tuesday December 18, 2018. Resumes received after the deadline will not be accepted. Interviews will be held in January 2019.

All other things being equal, Paqtnkek Mi'kmaw Nation reserves the right to hire a qualified candidate of Aboriginal descent. (POSTED Tuesday, November 27, 2018)