



POSITION DESCRIPTION & ACCOUNTABILITIES: Chief Governance & Partnerships Officer

REVISED May 9, 2019

ITBC is seeking a Chief Governance & Partnership Officer to work in a team-setting in the development and management of strategic and business aspects, as well as act as leader of the Governance & Partnership division.

You will be one of three leaders in a shared top-level collaborative decision-making system consisting of the Chief Marketing & Development Officer (CMDO) and the Chief Financial Officer (CFO). These leaders handle the strategic direction to the Board of Directors, as well as creating and managing the environment that fulfills the ITBC vision. To thrive as the CGPO, you must be a prudent manager and an inspiring leader that works well with others, respects Indigenous cultures and values, while seeking win-win solutions and maintaining healthy relationships. The ideal candidate will have a business mindset and will be able to see the 'big picture' in a variety of settings. This person will act to enhance the organization's reputation and external relations in a cooperative team-setting, as well as manage the Governance & Partnership division while keeping Indigenous cultural values and human factors in perspective.

ITBC Mission

Our mission is to provide training, awareness, product development and marketing to support a sustainable authentic Indigenous cultural tourism industry in BC while contributing to cultural preservation and economic development.

Position Summary

The Chief Governance Officer develops and maintains relationships with external organizations, specifically First Nations and their political agencies, Indigenous organizations, Government (federal and provincial) and tourism industry agencies, such as Destination BC and Destination Management Organizations. This position provides support to the Board of Directors and works directly with the Marketing Division, Finance / Operations Division, and Board Governance Committee.

Position Chief Governance & Partnership Officer

Reporting Reports to the Board of Directors

Works with the Board Governance Committee

Works in equal authority and decision-making capacity with the Chief Marketing Officer and Chief Financial Officer



Division Level	Leader of Governance and Partnership Division
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Job Type	Full-time, permanent, travel required
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Responsibilities	<p>Gives support to the Board of Directors for governance, meeting direction and management, and keeps the Board of Directors informed</p> <p>Ensure adherence to bylaws and constitution, contractual obligations, legalities, policies, guidelines, and business ethics</p> <p>Develop and manage policies, bylaws and structures</p> <p>Make high-level decisions about policy and strategy in cooperation with other Chief Officers</p> <p>Develop high quality strategies and plans ensuring their alignment with short-term and long-term objectives</p> <p>Foster creation of an environment that promotes a family atmosphere while enabling outstanding performance and positive morale – lead and motivate governance division members</p> <p>Analyze problematic situations and occurrences, and gives strategic direction and solutions to ensure the Indigenous tourism industry and organization’s survival and growth</p> <p>Maintain a vast knowledge of First Nations, tourism, industry structure and influencers</p> <p>Build trust relations with key partners and stakeholders and act as a point of contact for important shareholders</p> <p>Develops and keeps public and external relationships with key industry partners</p> <p>Be a lead contact for external senior stakeholders, such as First Nations and the tourism industry</p> <p>Act as the primary spokesperson for the ITBC to external stakeholders in cooperation with other Chief Officers</p>
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Duties	<p>Attend Board of Directors and management meetings</p> <p>Be the primary contact for External/Public Relations</p> <p>Prepare partnership and MOU agreements</p> <p>Develop and manage special projects within your job role</p> <p>Participate in the development of grant and funding proposals when required</p> <p>Draft and manage budget and workplans within your job role</p> <p>Develop annual and project workplans as it relates to governance and partnerships</p>
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Manage consultants and contractors as it pertains to governance and partnerships

Maintain relationships with project and industry related partners

**Additional duties and responsibilities may apply*

Essential Skills

*Knowledge Skills
& Abilities*

Extensive knowledge of Indigenous nations and cultures, with emphasis of First Nations in BC

Ability to think strategically and operationalize and work in a leadership team to develop and implement the strategic plans

Comprehension & Problem Solving – ability to understand new issues quickly and make wise decisions; analytical abilities and problem-solving skills

Excellent judgment and discretion in handling sensitive data and confidential information

Communication Skills – excellent written and verbal communication skills as well as presentation skills

Exceptional command of the English language, preferably previous experience in a role with strong emphasis on writing and editing

Interpersonal Skills – understanding of human resources and personnel management, ability to manage and motivate the work of others, ability to work with a variety of different people with varying perspectives

Ability to build consensus and relationships among executives, partners, and the workforce

Capable of inspiring confidence and create trust

Experience in developing strategies and implementing vision

Strong project management/execution skills

Strong understanding of finance and performance management principles

Must be well-organized with strong attention to detail and follow-up skills

Ability to manage multiple assignments, meet deadlines, work independently, and follow through to resolve day-to-day administrative matters

Ability to work under pressure, plan personal workload effectively and delegate

Computer literacy, including skills with Microsoft Word, Excel, PowerPoint, and Outlook required, and Social Media (e.g., Facebook, Twitter)

Proficiency in the media landscape, understanding of social media activation and community engagement, external and public relations

In-depth knowledge of corporate governance and management smart practices

Proven facilitation and negotiation skills



Qualifications

Extensive knowledge of Indigenous cultures, with focus on First Nations in British Columbia

Proven experience in a senior managerial position, or related positions such as Vice-President or CEO

Proven knowledge and experience in the tourism industry

Diploma or Degree in Business

Experience building relationships and effective partnerships

Valid BC Class 5 Driver's license

Critical Success Factors / Key Performance Indicators

Partnerships and Outreach:

- Number created and / or maintained
- Type of partnership
- Regional focus

Other:

- Family team member performance
- Special Projects performance

External Contacts

Board Members

First Nations – Bands, political and industry organizations

Government – funding agencies – federal and provincial

Industry – regional DMOs
