

Position Description:

Chief Executive Officer

General

Reporting to an independent Board of Directors that are fiduciary shareholders of the Trust, the Chief Executive Officer has the following primary roles:

- Leading overall strategic and operational responsibilities for the Northern Development Initiative Trust; an organization established by legislation but operated independent from government; a catalyst for communities to reach their economic potential. The Province of B.C. established Northern Development in November 2004 (with Act amendments in 2005 and 2023) to foster economic development and job creation in Northern British Columbia. The Trust serves 75% of the province from Lytton to Lower Post and from Valemount to Haida Gwaii, including thirty-nine incorporated communities, nine regional districts, one regional municipality and eighty-nine First Nations communities.
- Providing vision, leadership and inspiration to management and staff of the Trust.
- Building positive working relationships with communities, First Nations, government officials, not for profit organizations and business leadership across the region and British Columbia to further the organizational objectives of the Trust to build a stronger north.
- Sustainably managing a capital base of more than \$600 million (August 2024) of public money, in a balanced portfolio, from which a sustainable income stream is utilized to invest in building a stronger north through projects that meet the legislative mandate of the ten primary investment areas: Agriculture, Economic Development, Energy, Forestry, Mining, Technology and Innovation, Pine Beetle Recovery, Small Business, Tourism, and Transportation.

Vision

Northern Development is a catalyst for transformative rural development that stimulates entrepreneurial creativity and community resiliency.

Mission

Northern British Columbia is recognized as a global leader in innovative, inclusive, rural development.

Core Values

Values

We strive to be trusted for our integrity, accountability, collaboration and passion. We are responsive, yet responsible.

Ethics

As stewards of a public trust incorporated under legislation by the Province of British Columbia, we promise to:

- Dedicate ourselves to building economic capacity and sustainability throughout the Trust's service area
- Responsibly steward a capital base to support Trust area communities in perpetuity
- Develop strong partnerships throughout the region and uphold the values of the communities we serve

But not to:

- Favour one region, community or business over another
- Adopt or promote a political affiliation or put our interests ahead of Northern B.C.'s

Organizational Objectives

- Deliver effective and impactful funding opportunities
- Catalyze community resilience through relationships and partnerships in our region
- Invest in a sustainable future for Northern B.C.
- Advance corporate effectiveness and operational processes

Operating Philosophy

The CEO will take a collaborative and inclusive approach to making all major decisions. He/she/they will ensure decisions made are in accordance with the legislation, the direction set out by the Board of Directors and the approved Strategic Plan.

Position Overview

The CEO will work closely with the Board of Directors to continuously adjust or enhance Northern Development's strategic and operational plans to ensure the Trust achieves the desired organizational goals, consistent with the legislated mandate.

Specific Accountabilities

Leadership and Vision: In consultation with the Board of Directors, the CEO develops a long-term vision for Northern Development that will guide the activities and decisions of management and employees alike. The CEO Engages and inspires all management and staff by clearly articulating the vision of the organization and enlisting the support of all involved to deliver on the vision.

Reports to the Board of Directors on a current basis all relevant information regarding Northern Development's performance

Provides the Board of Directors with the information necessary to exercise their governance responsibilities, and upon the appointment of each new Director, coordinates an orientation program.

Strategic Planning: In collaboration with the Board of Directors and senior management team, the CEO leads the development of a strategic plan. Sets out a future vision, establishes goals, identifies key strategic issues and sets targets in a revolving three-year strategic plan. Upon approval by the Board, the CEO leads the implementation and development of the annual operations plan with the management team that guides the execution of the strategic plan and reports on progress quarterly.

Annual Operating Budget: Working with the management team, the CEO formulates and recommends to the Board annual operating budgets. Once approved, the CEO ensures all initiatives, transactions and operations are managed according to the approved budget.

Organizational Management: Working with the management team, the CEO develops and maintains an effective organizational structure that reflects the operational needs of the Trust. The CEO ensures the organization has a competitive compensation program based on a clear and measurable mandate and well-articulated performance objectives. Of critical importance is the continued development of a strong senior team that is accountable for the day-to-day management of operations.

The CEO implements progressive operating and human resources policies and programs that are aligned with the corporation's overall approach and enables the organization to attract, retain, develop and motivate high performing, collaborative and inclusive staff.

The CEO is responsible for the development of programs, systems, procedures and policies that support best practices across operations in support of enhanced accountability.

Leadership of Human Resources: The CEO provides strong and effective leadership to members of the management team and all employees. The CEO ensures a quality and safe workplace, motivates, guides and supports staff in contributing their maximum to the realization of Northern Development's mission, vision, goals and objectives.

The CEO leads succession planning for all management positions and works with high potential employees to develop their leadership skills and have opportunities for succession.

Financial Management: The CEO ensures that Northern Development meets or exceeds its financial objectives annually. Through the Chief Financial Officer, the CEO ensures the organization's financial position is always clearly understood and plans are formulated to ensure alignment with the objectives set out in the strategic and annual plans. The CEO ensures the Board of Directors is made aware of significant variances.

From an operational perspective, the CEO ensures the Trust has the systems and processes to develop, analyze, model and present program opportunities and evaluations to the board.

Risk Management/Compliance: The CEO ensures the appropriate risk management and mitigation policies, procedures and training are in place to effectively identify and manage operational, reputational and financial risk. The CEO ensures compliance with legal and investment policies.

External Communications: As the key spokesperson for the Trust, develops and maintains strong relationships with Northern Development's communities, First Nations, not-for-profits, senior levels of government, financial and legal advisors, the business community and the region at large. The CEO develops strong relationships with key players at all levels of government with the objective of enhancing the Trust's reputation for responsive and responsible program management that is effectively and efficiently delivered.

Internal Communications: The CEO works with the senior management team to ensure the flow of accurate and timely communications to and from all staff and the Board.

Trends in Economic Development, Governance, and Resource Development: The CEO keeps abreast of trends and development in the region where Northern Development operates as well as best practices across Canada. He/she/they scan the market for opportunities in relation to increasing business investment in Northern British Columbia and ensures that Northern Development programs are positioned to support business and community development.

Fund Growth: The CEO actively secures funding from federal and provincial governments to deliver benefits to Northern B.C. effectively and efficiently, growing the total assets under management of the Trust. The CEO seeks opportunities to leverage resources from the private sector to increase economic opportunities and investment in the region.

Reporting Relationships

Reports to: Board of the Northern Development Initiative Trust through the Chair
Board of the BC Hydro Peace Agricultural Compensation Fund through the Chair

Directly Manages: Chief Financial Officer
Director, Economic Development
Director, Communications
Corporate Administrator
Manager, Partner Programs
Others as determined by workloads and priorities

Indirectly Manages: 10 to 12 additional staff, up to eight interns

Oversight for: Northwest Regional Advisory Committee
Northeast Regional Advisory Committee
Prince George Regional Advisory Committee
Cariboo-Chilcotin/Lillooet Regional Advisory Committee
Northern Development Indigenous Advisory Committee
Connecting B.C. Program
Northern Passenger Transportation Service Fund
Northern Healthy Communities Fund
Prince George Agricultural Lands Fund
NCLGA Endowment Fund
Nechako Valley Cattleman's Association Fund
BC Hydro GO Fund
Atlin Community Development Initiative Fund

Relates to: Elected and senior administration for 49 local governments
Elected and senior administration for 89 First Nations

MLA's, Ministers, and senior provincial civil servants

Members of Parliament, Ministers and senior federal civil servants

Local, regional and provincial not for profits and industry associations

Other economic and provincial trusts and funding organizations

Local/sub-regional economic development organizations

Priority Criteria

1. **Experience:** The ideal candidate brings senior executive level experience leading public and private sector organizations in community business development, economic development, finance or related roles. In the private sector, experience that includes leading a company, forging relationships with government, communities and First Nations and an understanding of resource economies and/or financial management is preferred.
2. **Strategy:** A strategic and visionary thinker who can generate innovative and pragmatic ideas, methods and processes in addressing highly complex or sensitive issues. Capable of laser sharp focus on the key opportunities. Has the ability to conceptualize the nature and evolution of local and First Nations governments and is proactive in identifying ways to achieve objectives. Able to identify and assess potential financial, political, reputational, and governance risk issues.
3. **Leadership:** A charismatic and trusted leader who generates enthusiasm. Demonstrated ability to work across an organization using influence and communication skills rather than authority to achieve results. Collaborative and influential. A strong manager who can create an environment for staff to thrive.
4. **Relationship Skills:** Exceptional ability to develop and manage partnerships and relationships to leverage opportunities and synergies. Able to work effectively towards consensus with external strategic partners, other stakeholders and senior decision makers and politicians. Has the gravitas and profile to capably represent the Trust.
5. **Business Acumen:** High level of business and financial acumen; understands drivers of successful businesses, including social enterprises, and can identify opportunities for development. Very effective judgement. Exceptional analytical skills. Able to interpret and make decisions based on sound analysis. A demonstrated understanding that the health of rural and remote-rural communities underpins a successful business environment.
6. **Communication:** A mature and gifted communicator comfortable presenting to the Board, councils, deputy ministers and selected officials, large audiences, the media, or other key stakeholders. Demonstrated superior oral and written communication skills. Able to clearly communicate in a straightforward manner. Highly compelling with a track record of being respected. Confident in putting forward advice and counsel, and challenging others.
7. **Politically Astute:** Understands the dynamics of elected and administrative officials in multiple forms of governance including local, provincial, federal as well as traditional and elected First Nations systems. Has the presence and stature to inspire confidence. Possesses the ability to

build consensus in a large and complex governance environment with many internal and external stakeholders.

8. **Negotiations:** Excellent negotiation skills. Approaches negotiation from the perspective of interests and avoids positional language. A proven track record creating and developing mutually beneficial relationships (both internally and externally), complemented with a flair for resolving conflict and highly sensitive stakeholder issues and challenges.
9. **Values:** Respectful, trusted, demonstrates continued integrity, transparency, servant leadership and a commitment to excellence in public service.
10. **Personal Style:** Highly entrepreneurial even in a public sector role. An achiever who sets top standards and possesses a high level of personal energy and stamina. Is independent, self-directed, and can prioritize and work effectively in a political and service-oriented environment. An ability and willingness to travel; comfortable in both rural and remote communities and urban cities
11. **Core Expectations:**
 - a. **INTEGRITY:** Holds self and others accountable and is trustworthy.
 - b. **INTELLIGENCE:** Recognizes the current and emerging needs of stakeholders and the public and works strategically to meet them.
 - c. **INCLUSIVITY:** Engages stakeholders, clients and employees; works across and outside silos and multiple organizations; and builds effective teams.
 - d. **INITIATIVE:** Achieves results and drives continuous improvement.
 - e. **INSPIRATION:** Aligns people to a shared vision and fosters a positive, respectful, high performance work environment.