



Ojibway Nation of Saugeen
18C Sapay Street
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Employment Opportunity

Job Title: Director of Operations
Location: Ojibway Nation of Saugeen
Reports To: Chief and Council
Employment Type: Full-Time, Permanent
Schedule: 40 hours/week, Monday to Friday

1. Position Summary

The Director of Operations is the senior administrative leader of Ojibway Nation of Saugeen (ONS) and is responsible for the overall leadership, coordination, accountability, and effective administration of First Nation operations, programs, services, and organizational systems.

Reporting directly to Chief and Council, the Director of Operations provides strategic leadership and administrative oversight to ensure that Council direction, community priorities, operational plans, and organizational responsibilities are implemented in a respectful, accountable, transparent, and culturally grounded manner.

The Director of Operations is expected to foster respectful workplace relationships and maintain a healthy, safe, culturally responsive, and supportive work environment throughout the organization.

2. Purpose of the Position

- Effective implementation of Council direction.
- Operational accountability and organizational effectiveness.
- Compliance with legislation, funding agreements, policies, and governance requirements.
- Strong internal communication and collaborative leadership practices.
- Financial sustainability and responsible administration.
- Respectful and healthy workplace relationships.

3. Governance & Council Support

- Serve as the principal administrative advisor to Chief and Council.
- Attend and participate in Chief and Council meetings.
- Support implementation of Council resolutions and strategic priorities.
- Maintain distinction between governance responsibilities and administrative operations.
- Facilitate development and review of policies, strategic plans, and administrative systems.

4. Organizational Leadership & Administration

- Provide leadership and coordination for administrative operations and program delivery.
- Support and supervise Department Managers and senior administrative staff.
- Foster a workplace culture grounded in professionalism, collaboration, and accountability.
- Promote effective communication between departments, leadership, staff, and community members.
- Lead organizational improvement and administrative capacity building initiatives.

5. Human Resource Leadership & Workplace Accountability

- Ensure organizational compliance with approved Human Resource policies and procedures.
- Support Managers and Supervisors in fulfilling staff supervision and performance management responsibilities.
- Promote respectful workplace relationships and professional conduct.
- Work collaboratively with the Human Resource Manager while respecting the independence and confidential responsibilities of that role.
- Promote trauma-informed, culturally safe, and emotionally intelligent leadership practices.

6. Financial Stewardship & Operational Oversight

- Work collaboratively with the Finance Department to support financial accountability and sustainability.
- Coordinate annual operational planning and budget development.
- Ensure approved budgets and reporting requirements are effectively monitored.
- Support completion of audits, financial reporting, and funding compliance requirements.
- Monitor organizational risks and operational challenges.

7. Planning, Policy & Community Accountability

- Lead development and implementation of organizational policies and procedures.
- Support planning processes aligning community priorities, staffing, budgets, and service delivery.
- Ensure regular communication and reporting to Membership.
- Support community engagement and information-sharing processes.
- Promote accountability and positive relationships between Administration and Membership.

8. Community Relations & External Partnerships

- Represent ONS in meetings and partnerships as directed by Chief and Council.
- Maintain respectful relationships with community members, governments, and partner organizations.
- Support intergovernmental relations and funding opportunities.
- Promote positive organizational reputation and relationship-building practices.

9. Qualifications

- Diploma or Degree in Public Administration, Business Administration, Indigenous Governance, Finance, Organizational Leadership, or related field.
- Minimum three (3) to five (5) years progressive leadership or senior administrative experience.
- Knowledge of governance structures, Financial Administration, Human Resource management principles, and legislation.
- Strong leadership, communication, facilitation, and organizational skills.
- Valid Ontario Driver's License and satisfactory Criminal Record Check.

10. Personal & Leadership Expectations

- Integrity and accountability.
- Respectful and ethical leadership.
- Emotional intelligence and professionalism.
- Collaborative and solution-focused leadership.
- Respect for Anishinaabe values, traditions, teachings, and governance.

11. Working Conditions

- Office-based position with regular interaction with leadership, staff, and community members.
- Occasional evening and weekend work required.
- Travel required.
- Requires handling confidential and sensitive information with discretion and professionalism.

12. Organizational Clarification

The Director of Operations is responsible for organizational leadership, operational coordination, and administrative accountability.

13. Qualifications

- Diploma or degree in business administration, public administration, Indigenous governance, finance, or a related field; equivalent experience may be considered.
- Several years of progressive management or senior administrative experience, preferably in a First Nation, Indigenous organization, or public sector setting.
- Knowledge of First Nation governance, band administration, funding agreements, and community-based service delivery.
- Experience with budgeting, reporting, policy development, staff supervision, and organizational planning.
- Strong leadership, judgment, communication, problem-solving, and conflict resolution skills.
- Ability to work effectively with Chief and Council, employees, community members, funders, and external partners.
- Understanding of confidentiality, records management, human resources practices, and professional administrative standards.
- Knowledge of relevant legislation, health and safety obligations, and general financial controls is an asset.
- Valid driver's license and ability to travel as required.
- Clear criminal record check is required.

14. Schedule & Compensation

Full-time leadership position based on 40 hours/week or as required by operational needs.

- Some flexibility may be required for meetings, community events, travel, or urgent operational matters.
- Salary range \$80,000.00 to \$100,000 based on skills and experience.
- Benefits and pension eligibility may be provided in accordance with band policy, where applicable.

How to Apply

Please send your resume and a cover letter to:

ian.beardy@ojibwaynationofsaugeen.ca with the subject line: **Director of Operations Application – [Your Name]**. Applications will be reviewed on a rolling basis until the position is filled.