







Emyaa'Wsed - Chief Executive Officer (CEO)

	Location:	Nipissing First Nation Administration Office
	Posting Date:	September 5, 2025
	Deadline to Apply:	September 19, 2025, at 4:00 p.m.
	Term:	Permanent, Full-time
	Hours:	35 hours per week
	Salary Range:	\$104,213.20 \$137,501.00

This posting is open to registered members of Nipissing First Nation only. Membership status will be verified as part of the application process.

Position Overview

The Chief Executive Officer (CEO) is the senior-most executive position at Nipissing First Nation and reports directly to Chief and Council. This role provides dynamic, strategic leadership and administrative oversight to all operations of the Nation. The CEO is responsible for ensuring effective implementation of Council's directives, the long-term goals of the Gichi-Naaknigewin, and the Nation's Strategic Plan.

The CEO leads a team of Directors and provides high-level guidance, policy direction, risk management oversight, and intergovernmental representation. This role requires exceptional political acuity, fiscal and operational expertise, and the ability to lead within a value-driven, culturally grounded environment.

The CEO ensures that the administration operates with the highest standards of accountability, transparency, and service excellence.

Key Responsibilities

- Serve as the primary administrative advisor to Chief and Council on matters of governance, operations, and policy.
- Provide visionary leadership to all Directors and oversee strategic alignment across all departments and services.
- Develop and oversee the Nation's annual budget and ensure fiscal responsibility, compliance, and reporting.
- Monitor risk and legal exposure, ensuring sound decision-making in accordance with the Gichi-Naaknigewin and applicable legislation.

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- Direct the development and implementation of policies, processes, and frameworks that support good governance and administration.
 - Represent Nipissing First Nation at political and intergovernmental tables, advancing Nation interests and rights.
 - Work in close collaboration with the Human Resources function to ensure workforce planning, succession development, and legislative compliance are integrated into executive planning.
 - Foster a values-based, collaborative culture across the organization that reflects the Nation's principles and priorities.
 - Provide authoritative advice and comprehensive policy support to Chief and Council, ensuring informed decision-making that reflects the values and priorities of Nipissing First Nation.
 - Supervise and mentor Directors and key management staff to achieve strong, coordinated leadership across the organization.
 - Ensure Council decisions are documented and implemented with transparency, timelines, and accountability.
 - Support the administration of elections, governance reform, and the application of the Gichi-Naaknigewin.
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Qualifications and Experience

- A university degree in Public Administration, Business Administration, Indigenous Governance, or a related discipline is required. A master's degree is preferred.
- Must have a minimum of 10 years of experience in the field of management, planning, or administration, with a minimum of 5 years of recent and relevant experience at the senior executive level, or an equivalent combination of education and experience.
- Proven leadership in organizational management, financial oversight, and strategic planning.
- Knowledge of human resources, financial and project management, federal and provincial government funding mechanisms, auditing and financial accountability requirements.
- Knowledge of the legislative and policy frameworks affecting First Nations governments.
- Familiarity with the Gichi-Naaknigewin and a commitment to upholding its

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principles.

- Experience reporting to and collaborating with an elected Council or Board.
 - Demonstrated success managing complex organizations with multiple departments and diverse portfolios.
 - Exceptional communication, negotiation, and problem-solving skills.
 - Experience developing strong internal teams and positive organizational culture.
 - Ability to develop and maintain effective relationships with internal and external stakeholders.
 - Must provide a current Criminal Reference Check, including Vulnerable Sector Check, and a valid Class G driver's license.
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Why Work with Nipissing First Nation?

- A 35-hour work week.
 - Competitive compensation, with progressive salary grid
 - Three (3) weeks paid vacation, accumulated at 1.25 days per month.
 - Eighteen (18) paid statutory holidays annually, including National Indigenous Peoples Day and Remembrance Day.
 - Two (2) weeks of paid closure during the Christmas break.
 - NFN offers a comprehensive benefits package effective immediately upon employment, with pension plan eligibility commencing after six (6) months of continuous employment.
 - A supportive team environment focused on ongoing professional development.
 - The opportunity to directly contribute to the well-being and future of the Nipissing First Nation community.
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Application Details

Interested and qualified NFN members must submit the following no later than 4:00 p.m. on September 19, 2025.

- Cover letter
- Current Resume
- Three professional references (name, title, relationship, phone, email)

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Submit your application directly to:
Kim Salvaneschi, Manager, Human Resources

Email: kims@nfn.ca

Late or incomplete applications will not be considered. Only those selected for an interview will be contacted.