



Stoney Nakoda – Tsuut’ina Tribal Council Ltd.

P.O. Box 350, 9911 Chiila Blvd.

Tsuut’ina Nation, Alberta T3T 0E1

T. 403.685.2440 F. 403.685.2441

## EMPLOYMENT OPPORTUNITY

### CHIEF EXECUTIVE OFFICER

**Background: Stoney Nakoda-Tsuut’ina Tribal Council Ltd.** (the “Tribal Council”) is an organization formed by the Member First Nations of Bearspaw, Chiniki, Goodstoney and Tsuut’ina Nations. The Tribal Council is responsible for the delivery of programs/services and/or capacity development to the Member First Nations.

#### Role:

The Chief Executive Officer (CEO) reports to the Board of Directors and is responsible for overseeing the overall management, operations, programs, finances and executing strategic planning while contributing to a positive work environment that supports G4’s Tribal Council’s vision, mission, and values.

**Primary Duties and Responsibilities:** As the Chief Executive Officer you will be responsible for

- **Board Governance:** Support the Board in Governance best practices as defined in our vision, mission, and values
- **Financial Oversight:** Oversee financial reporting, audits, compliance requirements, and ensure financial sustainability/accountability, and develop & manage budgets
- **Strategic Leadership:** Develop and implement G4’s strategic plan in alignment with its mission and values. Support the Board of Directors in setting long term goals and priorities. Identify opportunities for growth & partnerships
- **Stakeholder & Community Engagement:** Build strong relationships with key stakeholders, government, partners, and funders. Represent the organization publicly and in community, government, and sector forums.
- **Operational Management & Programs:** Oversee daily operations to ensure efficiency, effectiveness, and accountability. Ensure policies, procedures, and systems are in place and functioning effectively.
- **Risk Management & Compliance:** Identify and mitigate organizational risks. Ensure compliance with legal, regulatory, and ethical standards, maintaining strong internal controls, and accountability mechanisms.
- **Human Resources & Organizational Culture:** Foster a positive, inclusive, and high performing culture. Oversee recruitment, retention, and professional development of staff. Ensure compliance with HR policies, legislation, and best practices.

#### Qualifications & Experience:

- Post-secondary education in business, public administration, or a related field.
- Proven executive leadership experience (7-10+ years in senior management & leadership roles)
- Experience working with Boards of Directors
- Demonstrated ability to lead strategic planning and implementation, and team development
- Strong knowledge of governance, financial management, and organizational operations
- Excellent communication, negotiation, and relationship-building skills
- Good understanding of Îyethka & Tsuut’ina Nations will be given priority
- Management & Compliance: Identify and mitigate organizational risks. Ensure compliance with legal, regulatory, and ethical standards, maintaining strong internal controls, and accountability mechanisms.

**\*\*\*POSITION EXTENDED TO END OF DAY MAY 29<sup>TH</sup>\*\*\***

**How to Apply:** Please submit your cover letter and resume detailing your work experience and academic background by 4pm May 29, 2026. Send to:

**Email:** [Ceo@g4tc.org](mailto:Ceo@g4tc.org) or;

**Address:** Stoney Nakoda – Tsuut’ina Tribal Council Ltd.

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Only those applicants selected for an interview will be contacted. The successful candidate will be under a six-month probationary period at the commencement of their employment.