



BROKENHEAD OJIBWAY NATION

Box 180 Scanterbury, Manitoba R0E 1W0 Phone: 204-766-2494 Fax: 204-766-2306

EMPLOYMENT OPPORTUNITY

Department/Unit: BON	Position: Chief Administration Officer	Employment Type: Full Time	Salary: DOQ
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Brokenhead Ojibway Nation (BON) is seeking an experienced and strategic leader for the position of Chief Administrative Officer (CAO).

Reporting directly to Chief and Council, the CAO is the senior administrative leader responsible for the overall management, coordination and effective delivery of BON programs and services. The CAO provides leadership to Directors and Managers, implements the strategic priorities and decisions of Chief and Council, and ensures strong administrative, financial and organizational accountability.

The successful candidate will have extensive senior management experience, strong knowledge of First Nations governance and administration, and the ability to lead a complex, multi-department organization while maintaining respectful relationships with leadership, employees, community Members and external partners.

PRIMARY DUTIES AND RESPONSIBILITIES

- Provide overall leadership and direction to BON administration, Directors and Managers.
- Implement Chief and Council priorities, Band Council Resolutions, policies and strategic initiatives.
- Provide professional advice, briefing notes, reports and recommendations to Chief and Council.
- Ensure effective coordination, communication and accountability across all departments and programs.
- Oversee organizational budgeting, financial accountability, funding agreements, audits and internal controls in collaboration with Finance.
- Provide executive oversight of human resources, workforce planning, performance management and organizational development.
- Ensure BON policies, procedures, laws and administrative systems are implemented consistently and effectively.
- Oversee major projects and initiatives related to infrastructure, lands, housing, taxation, additions to reserve, governance, economic development and community services.
- Work with legal counsel and professional advisors on employment, contractual, governance, litigation and negotiation matters.
- Maintain strong relationships with federal, provincial and municipal governments, First Nation organizations, funding agencies and other partners.
- Support community engagement and ensure administration remains responsive to the needs and priorities of BON Members.
- Identify organizational risks, opportunities and emerging issues and provide timely recommendations to Chief and Council.
- Promote a respectful, accountable and collaborative workplace culture.

QUALIFICATIONS

The ideal candidate will possess:

- Post-secondary education in Business Administration, Public Administration, Indigenous Governance, Management, or a related field. An equivalent combination of education and significant senior leadership experience may be considered.
- A minimum of 7–10 years of progressively responsible senior management experience, preferably within a First Nation government, Indigenous organization, public-sector organization or similarly complex environment.
- Demonstrated experience leading a multi-department organization and senior management team.
- Strong understanding of First Nations governance, administration and the respective roles of Chief and Council and administration.
- Demonstrated experience in financial management, budgeting, audits, funding agreements and organizational accountability.
- Experience in strategic planning, policy development, human resources and organizational change.
- Experience working with governments, legal counsel, funding agencies and professional advisors.
- Experience managing complex projects, negotiations and competing priorities.
- Knowledge of First Nation funding, legislation and governance frameworks.

- Experience with First Nations Financial Management Board standards, First Nations Finance Authority financing, taxation, Land Codes, additions to reserve or major capital and economic development initiatives is considered an asset.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong executive leadership, decision-making and problem-solving skills.
- Exceptional political and cultural sensitivity and an understanding of First Nation governance.
- Strong financial and business acumen.
- Excellent written and verbal communication skills.
- Ability to provide objective professional advice while respecting the authority of Chief and Council.
- Strong relationship-building, negotiation and conflict-resolution skills.
- Ability to manage multiple complex and confidential matters.
- Demonstrated ability to mentor and develop Directors and Managers.
- Knowledge and respect for Anishinaabe culture, values and traditions.

ADDITIONAL REQUIREMENTS

- Must maintain strict confidentiality.
- Must be willing to work flexible hours and travel as required.
- Must possess a valid driver's license and reliable transportation.
- Must meet BON pre-employment requirements in accordance with Human Resources policies.

BON offers a competitive executive compensation and benefits package.

Preference will be given to Indigenous applicants. Applicants are encouraged to self declare.

Application Deadline: October 13, 2026

Please submit a cover letter, resume and three (3) professional references, including a recent or current employer, to:

Susan Fredborg
Human Resources Manager
Brokenhead Ojibway Nation
Box 180
Scanterbury, Manitoba R0E 1W0

Email:
hr@brokenheadojibwaynation.com

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Brokenhead Ojibway Nation is committed to equity in employment.