

Executive Director

Job ID
40147

Songhees Nation

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LOCATION	DATE POSTED	EXPIRY DATE	
1100 Admirals Rd, Victoria, BC British Columbia	21-05-2026	17-11-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$130,000-\$160,000	No Experience	No degree, certificate or diploma

Job Details

About Songhees Nation

The Songhees community is comprised of families descended from the L?k?????n speaking signatories of the Douglas Treaties in 1850 and is guided by a long-standing tradition of consensus-based governance, now expressed through advisory committees, focus groups, and an elected Chief and Council. Songhees Nation members are L?k?????n People identified as Coast Salish, with a population of just over 600, approximately 300 residing on Songhees Reserve 1A, a 60-hectare reserve adjacent to Esquimalt and View Royal, while more than 1,500 tenants live on the reserve in diverse housing. Guided by values of unity, respect, honesty, courage, and care for one another, Songhees Nation strives to achieve its vision through good governance, delivering programs and pursuing initiatives for the benefit of the Songhees People. We are nationally recognized for leadership in self-government, strong financial management, and the development of our own laws.

Summary & Key Functions

Reporting to Chief and Council, the Executive Director provides overall leadership and direction for the day-to-day administration and operations of the Nation, ensuring effective governance, financial management, human resource practices, and operational systems. The role is responsible for translating Council’s strategic priorities into action while maintaining accountability, legislative compliance, and strong relationships with the community, staff, and external partners. Working closely with Chief and Council, the Executive Director provides strategic advice, oversees policy and law development, manages organizational risk, and supports sound decision-making within a complex First Nations governance environment. The successful candidate is a values-driven, collaborative leader who demonstrates integrity, empathy, strong communication, and strategic thinking. They will bring senior-level leadership experience, financial literacy, and demonstrated success working with Chief and Council, governments, and Indigenous partners in support of community engagement and long-term sustainability of the Nation.

As the Executive Director, you will be responsible for these key functions:

Governance

- Develop bi-weekly meeting agendas with Chief and Council to focus meeting time on the Nation's strategic objectives. Prepare materials, schedule guests, record minutes and Council resolutions.
- Provide strategic advice and recommendations for achieving Chief and Councils objectives for community priorities.

- Oversight of the implementation of Council resolutions and policies across all operational areas.

Financial Management

- Develop a draft annual budget in consultation with Chief and Council and in collaboration with the Senior Finance Officer and Senior Managers, with consideration for the multi-year financial plan, annual operating plan, and the strategic plan.
- Monitor income and expenditures and explain budget variances to the Finance and Audit Committee, Chief and Council and the Community.
- Ensure spending is efficient and procurement process is fair, open, and demonstrates accountability to obtain the Best Value for time and money.

Human Resource Management

- Develop and recommend Council approval of human resources policies and procedures for the hiring, management and dismissal of officers and employees of the Nation.
- Hire the employees of the Nation, as the Executive Director considers necessary, and set the terms and conditions of their employment.
- Conduct annual performance reviews and ongoing coaching and staff development.

Operations

- Collaborating with Senior Management, prepare annual operating plan consistent with the strategic plan and annual budget and multi year financial plan.
- Identify, assess, monitor, manage and report on the Nation's risks.
- Oversee and administer the contracts of the Nation, ensure all contractual reporting requirements are met.

Communications & Community Engagement

- Organize Quarterly and Annual General Community Meetings with Chief and Council.
- Serve as point of contact and spokesperson for Songhees Nation as assigned by Council.
- Publish an annual report and produce a monthly community newsletter.

Your Toolkit Includes

- Degree in Business Administration, Public Administration or related field; (master's degree level preferred) along with -
- Minimum of 8 years experience in the provision of operations management; and
- Minimum of 5 years senior-level experience leading employees, and liaising with various regulatory agencies; or
- An equivalent combination of education, training, and experience may be considered.
- Ability to provide leadership and manage staff collaboratively, in a team environment, utilizing effective teambuilding, communication and management techniques.
- Ability to interpret Chief and Council direction and incorporate into operational policies and procedures.
- Working knowledge of the regulatory environment for First Nations Governments.
- Working knowledge of the culture, protocol, and traditions of Indigenous people.
- Sound written and verbal communication skills and the ability to adjust to the audience.
- Financial literacy with ability to effectively set and manage budgets.
- Advanced critical and strategic thinking, organizational and problem-solving skills.
- Demonstrated policy and program development, along with implementation skills.
- Demonstrated community engagement, relationship building and partnering skills.
- Demonstrated ability to work with integrity, honesty, accountability and in a respectful manner.
- Demonstrated ability to apply a distinctions-based approach in leadership and community relations.

- Willing to undergo a criminal record and background check as a condition of employment.

This is a full-time position and is in-person, with the occasional need for travel. As such, the successful candidate is required to be located in the Greater Victoria region. The role offers a competitive salary and comprehensive compensation package, including Pension plan, and cultural leave.

Target Hiring Salary Range: \$130,000 to \$160,000, depending on the selected candidate's experience, skills, and overall fit for the role. The full salary range for this position provides opportunity for progression and growth over time, based on performance and tenure.

How To Apply

If the opportunity to support a growing self-governing First Nation and create lasting community impact feels like the right fit for you, please apply with your resume and cover letter. Applications for this role will be accepted until noon PST on June 5, 2026.

Read the Opportunity Profile to learn more about the role, Songhees Nation, and why Victoria, BC is a great place to live. A full outline of the job responsibilities and requirements can be found in the complete job description.

We encourage qualified First Nation applicants to apply, as your knowledge and perspective bring deep value to this role and the work that we do. If you require accommodations in the recruitment process, please let us know by contacting allea@engagedhr.com.

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