



**Nishnawbe
Aski Nation**
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Post closing August 2, 2026

Chief Administrative Officer

<http://www.nan.ca>

The **Chief Administrative Officer (CAO)** serves as the senior operational leader of Nishnawbe Aski Nation (NAN), providing strategic and administrative leadership to ensure the effective implementation of mandates established by NAN Chiefs-in-Assembly and the Executive Council. Acting as the key link between governance and operations, the CAO oversees organizational performance, human resources, financial management, policy development, and organizational accountability while advancing NAN's vision, priorities, and community-first approach.

The CAO brings a demonstrated understanding of First Nation governance systems, First Nation values and principles, and community-based accountability gained through formal learning, leadership experience, governance roles, or lived experience, with knowledge of NAN member First Nations and related organizations. The CAO fosters a culture of trust, transparency, respect, and collaboration, ensuring that organizational systems, resources, and staff are aligned to support the needs and aspirations of NAN member First Nations. Through strong relationship-building and culturally grounded leadership, the CAO ensures organizational priorities reflect community interests while advancing NAN's vision, mandates, and strategic objectives.

Key Responsibilities

Strategic & Organizational Leadership

- Implement and report on mandates and resolutions approved by NAN Chiefs-in-Assembly.
- Provide strategic advice, operational insight, and policy recommendations to the Executive Council.
- Translate Executive Council direction into effective organizational plans, priorities, and operational activities.
- Lead organizational planning, performance measurement, continuous improvement, and accountability reporting.
- Anticipate and respond to political, governmental, and community developments impacting NAN priorities and mandates.
- Chair the Finance and Governance Committee (non-voting) and support governance excellence across the organization.

Operations & Administration

- Oversee day-to-day operations across all NAN departments.
- Promote collaboration, efficiency, and alignment across programs and services.
- Ensure equitable, transparent, and culturally safe human resource practices.
- Lead workforce planning, talent development, recruitment, retention, and performance management.
- Develop and maintain organizational policies, procedures, and systems that support effective service delivery.

Financial Stewardship

- Provide overall leadership for budgeting, financial planning, reporting, and fiscal accountability.
- Ensure responsible stewardship of organizational resources and funding agreements.
- Deliver financial reports and recommendations to the Executive Council and Chiefs-in-Assembly.
- Oversee compliance with funding, regulatory, and reporting requirements.
- Support sound risk management and informed decision-making regarding funding opportunities and resource allocation.

Qualifications

- Post-secondary education in Public Administration, Business Administration, Law, Finance, Public Policy, First Nation Governance, or a related field; equivalent combinations of education and experience will be considered.
- Minimum 10 years of senior leadership experience in a complex First Nations organization, government, public sector, or comparable organization.
- Strong understanding of First Nation governance, accountability systems, community priorities, and organizational leadership.
- Demonstrated experience working with elected leadership and translating strategic direction into operational outcomes.
- Proven expertise in governance, organizational development, financial management, policy development, and risk management.
- Knowledge of Canadian governance and compliance requirements applicable to not-for-profit organizations.
- Experience engaging with governments, funding agencies, and external partners is an asset.
- Fluency in a NAN dialect (Ojibway, Anishininimowin, or Cree) is considered an asset.

If you are interested in the role of **Chief Administrative Officer**, submit your resume in confidence to **Teri Berry**, Senior Consultant, at Tberry@tipipartners.com quoting #26121 or call 204-232-7171.