



Kinistin Saulteaux Nation – Director of Operations

Job Title:	Director of Operations	Job Family:	Management & Supervisory
Department/Group:	Administration	Position Type:	Contract Full-time
Location:	Kinistin Saulteaux Nation	Date Posted:	June 30, 2026
Direct Supervisor:	KSN Chief & Council	Post Expires:	Until filled.
Applications Accepted By:			
EMAIL: Human.resources@kinistin.com Subject Line: Director of Operations		MAIL: PO Box 2590, Tisdale, SK S0E 1T0	
Job Description			
POSITION SUMMARY			
Kinistin Saulteaux Nation (KSN) is seeking a highly experienced and values-driven Director of Operations to lead and oversee the day-to-day operations of the Nation. Reporting directly to Chief and Council, the Director of Operations plays a critical leadership role in ensuring programs, services, and administrative functions are delivered in an effective, accountable, and culturally grounded manner that meets the needs of KSN Members. This position requires strong leadership, sound judgment, and a deep understanding of Indigenous governance, operational management, and public administration.			
DUTIES AND RESPONSIBILITIES:			
The Director of Operations is responsible for the overall coordination, management, and oversight of Nation operations, including but not limited to: • Provide strategic and operational leadership to ensure all programs and services operate efficiently, ethically, and in compliance with applicable legislation, KSN policies, and procedures. • Oversee and support departmental managers, including supervision, performance management, and annual evaluations. • Act as the primary liaison between Chief and Council and staff, ensuring clear communication, accountability, and alignment with leadership direction. • Ensure responsible oversight of financial operations, program funding, and service delivery approved by Chief and Council. • Provide guidance and support related to human resource management, employee relations, and workplace issues in collaboration with HR. • Build and maintain effective relationships with government agencies, funding partners, private sector organizations, and community stakeholders. • Ensure accurate, timely, and transparent reporting to Chief and Council, funding agencies, and relevant governments as required. • Support the development, implementation, and maintenance of policies to strengthen governance and organizational effectiveness.			

- Ensure confidentiality, ethical conduct, and integrity in all operational and administrative activities.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

1. Education & Experience

- Degree or diploma from a recognized post-secondary institution in Business Administration, Management, Accounting, Finance, Public Administration, or a related field (or equivalent combination of education and experience).
- Minimum five (5) years of progressively responsible senior management experience, preferably within an Indigenous organization or public sector environment.
- Demonstrated experience in strategic and operational planning, financial management, human resource management, program management, delivery, and evaluation.
- Experience with Indigenous Services Canada (ISC) reporting and funding requirements is a strong asset.
- Experience working within an Indigenous governance structure, including reporting to Chief and Council.

2. Knowledge & Skills

- Strong understanding of First Nation governance, funding structures, and relevant legislation, including the Indian Act.
- Proven leadership ability with the capacity to influence, motivate, and support staff at all levels of the organization.
- Excellent organizational, time management, and project coordination skills.
- Strong analytical, problem-solving, and decision-making abilities.
- Exceptional verbal, written, and interpersonal communication skills.
- Ability to manage confidential information with discretion and professionalism.
- Demonstrated integrity, accountability, initiative, and follow-through.

3. Cultural Competency

- Experience working with Indigenous communities and a demonstrated understanding of the unique social, cultural, and governance contexts of First Nations.
- Knowledge of Sauteaux culture and traditions is an asset; Sauteaux language is considered a strong asset.