



k^wik^wəłəm

Kwkwetlem First Nation

Candidate Brief

Director, Economic Development





Project Team

For more information on this exciting opportunity, please contact:



KD Khairah (Primary Contact)

Email: kd@kirah.com

Cell: 604-366-7123

Location: Vancouver + Toronto



INTRODUCTION

On behalf of kwikwə́łəm First Nation Enterprises (KFNE), thank you for considering this important leadership opportunity.

KIRAH Executive Search & Leadership Advisory has partnered with KFNE in the search for its Director, Economic Development, a senior executive mandate reporting directly to the KFNE Board of Directors.

The Director will be responsible for translating the Nation's broader economic vision into an executable business strategy while providing leadership across land development, commercial real estate, infrastructure, business development, strategic partnerships, financial stewardship, stakeholder relations and organizational capability.

This is a broad operating mandate. KFNE is seeking an entrepreneurial and commercially minded leader who can move complex development initiatives forward, build trusted relationships across government, community and industry, and create sustainable economic value for kwikwə́łəm First Nation.

The successful candidate will combine strategic perspective with practical execution. They will need to operate comfortably at the intersection of commercial development, public-sector approvals, infrastructure, community interests and Board governance.

This Candidate Brief has been prepared to provide prospective candidates with meaningful context regarding the organization, leadership mandate, position scope, candidate profile, working environment, compensation and search process.

This document is intended for informational purposes and does not constitute a contractual agreement. Certain details may evolve during the course of the search, and KIRAH will communicate material updates to candidates as appropriate.

Additional information regarding kwikwə́łəm First Nation can be found at: www.kwikwetlem.com

Thank you for your interest and consideration.

Sincerely,
KD Khairah

Executive Search for Director, Economic Development
kwikwə́łəm First Nation Enterprises

OVERVIEW - KFNE



About KFNE

kwikwə́łəm First Nation Enterprises (KFNE) is the economic development enterprise of kwikwə́łəm First Nation, focused on creating sustainable economic growth and long-term value for the Nation.

KFNE develops and advances business opportunities through land development, commercial real estate, strategic partnerships, joint ventures, leasing, infrastructure initiatives and other commercial activities.

Its work brings together business leadership, responsible development, financial stewardship, community interests and long-term economic planning.

KFNE collaborates with industry, government, Indigenous communities, developers, investors and private-sector organizations to advance opportunities built on trust, accountability and shared value.

As a Nation-owned enterprise, KFNE’s commercial activities carry a broader purpose: protecting Nation-owned assets, creating sustainable economic opportunities and contributing to the long-term prosperity of the Nation.

KFNE is entering an important stage of organizational development. Its current priorities include land leasing, land-development planning, securing services for existing commercial properties, strengthening government and community relationships and developing strategic business partnerships.

PURPOSE

To create sustainable economic opportunities and long-term value for kwikwə́łəm First Nation through responsible business leadership, sound governance, strategic partnerships and sustainable economic development.

LEADERSHIP PHILOSOPHY & OPERATING ENVIRONMENT

Responsible Stewardship

The Director, Economic Development will help steward Nation-owned lands, assets and commercial opportunities. The mandate requires sound judgement, transparency, accountability and an understanding that long-term value extends beyond immediate financial return.

Commercial & Entrepreneurial Thinking

KFNE requires a leader who can identify opportunity, evaluate risk and translate ideas into viable commercial outcomes. The Director will be expected to develop partnerships, advance development initiatives, assess investments, negotiate agreements and identify new sources of sustainable revenue.

Partnership & Diplomacy

Economic development at KFNE is highly relationship-driven. The Director will work across the Board, Nation leadership and departments, government, municipalities, neighbouring communities, developers, engineers, regulators, utilities, financial institutions, investors and other business partners.

Cultural Respect & Long-Term Perspective

KFNE’s work is grounded in the long-term interests of kwikwə́łəm First Nation. The successful candidate will bring integrity, humility, cultural awareness and the ability to build trust while respecting the Nation’s relationship with its lands, community and future generations.

POSITION DESCRIPTION



POSITION	Director, Economic Development
REPORTS TO	KFNE Board of Directors
LEVEL	Executive
LOCATION	Port Coquitlam, British Columbia
EMPLOYMENT STATUS	Permanent, Full-Time
WORK MODEL	Onsite
CURRENT STRUCTURE	KFNE office currently includes an Executive Assistant and Senior Accountant. Saskay Land Development currently includes a Site Superintendent and five General Labourers. There is presently no dedicated Economic Development team; the incoming Director will be responsible for building the function as KFNE grows.
SCOPE	The Director, Economic Development will serve as KFNE’s senior operating and economic-development leader. Reporting directly to the KFNE Board of Directors, the Director will translate the Nation’s broader economic vision into an executable business strategy and operating plan while managing day-to-day operations within the authority and parameters established by the Board. The role spans economic development, commercial real estate, land development, infrastructure, strategic partnerships, business development, financial stewardship, government relations, community engagement and organizational leadership. The successful candidate will be expected to build organizational capability while remaining closely connected to execution.

ECONOMIC DEVELOPMENT, LAND & REAL ESTATE



Economic Development Strategy

- Develop and execute KFNE’s economic-development and business strategy.
- Establish growth objectives and translate strategy into practical operating priorities.
- Build a roadmap that supports the Nation’s long-term economic security.
- Identify new revenue streams, strategic investments and commercial opportunities.
- Support Nation-owned businesses and future business-development initiatives.
- Build the organizational capability required to support KFNE’s evolving strategy.

Land Development & Commercial Real Estate

- Lead land-development and commercial real-estate initiatives.
- Advance land-leasing and development-planning priorities.
- Coordinate servicing and infrastructure requirements for commercial properties.
- Navigate municipal approvals, permitting, licensing and regulatory processes.
- Support commercial leasing and property-management activities.
- Work with engineers, utilities, contractors and technical advisors.
- Evaluate development opportunities through both commercial and community perspectives.

KFNE’s immediate priority is to secure required services for existing commercial properties that have already been leased and begin planning subsequent stages of development.

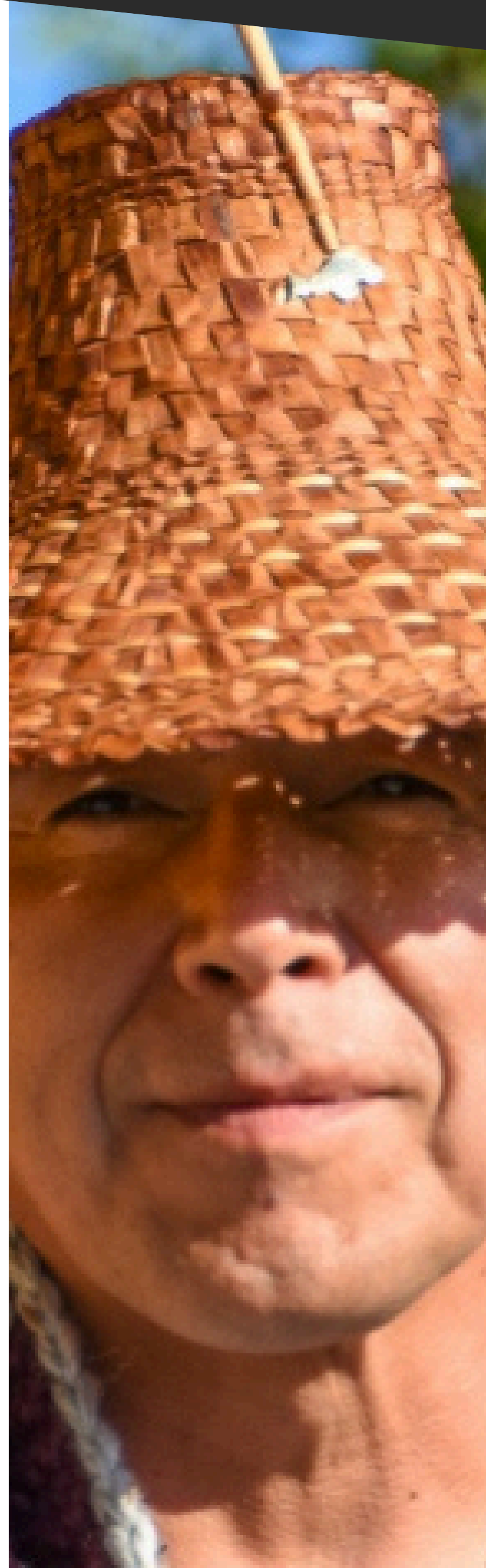
PARTNERSHIPS, INFRASTRUCTURE & BUSINESS DEVELOPMENT

Strategic Partnerships & Business Development

- Develop strategic business partnerships.
- Identify and assess commercial opportunities.
- Negotiate joint ventures and other commercial arrangements.
- Identify new sources of revenue.
- Support strategic investments.
- Build relationships with developers, investors and commercial partners.
- Advance public-private and infrastructure partnerships.
- Represent KFNE in complex external negotiations.

Infrastructure & Project Leadership

- Coordinate property servicing and infrastructure requirements.
- Work with civil engineers and technical consultants.
- Engage local utility providers.
- Support contractor coordination.
- Navigate municipal approvals and regulatory requirements.
- Obtain permits and licences required to advance development activity.
- Oversee project priorities, timelines and risk.
- Ensure development activity aligns with KFNE's broader operating strategy.



GOVERNMENT, GOVERNANCE & ORGANIZATIONAL LEADERSHIP



The Director will build and maintain trusted relationships with:

- kwikwəłəm First Nation leadership and community
- City of Port Coquitlam
- municipal, provincial and federal governments
- neighbouring communities
- developers and engineering firms
- utilities and regulatory agencies
- financial institutions and investors
- industry and strategic partners

The ability to work effectively across multiple levels of government, community and technical stakeholders is a core requirement of the mandate.

Governance & Board Partnership

- Keep the Board informed regarding strategy, operations, financial performance and risk.
- Provide clear recommendations to support informed decision-making.
- Manage KFNE's day-to-day operations within delegated authority.
- Strengthen accountability, governance and organizational controls.
- Implement Board-approved strategic and operating priorities.

Organizational Leadership

- Provide leadership across KFNE.
- Build the Economic Development function over time.
- Identify future capability and staffing requirements.
- Establish operating rhythms and accountability.
- Strengthen collaboration across functions.
- Build a culture of execution and continuous improvement.

QUALIFICATIONS & EXPERIENCE

Required

- Bachelor’s degree in Real Estate, Urban or Regional Planning, Public Administration, Business Administration, Finance or a related discipline.
- Approximately 8–10+ years of progressive leadership experience in public-private partnerships, municipal real estate, urban development, economic development or a closely related environment.
- Significant land-development experience.
- Strong commercial real-estate experience.
- Demonstrated ability to work effectively with multiple levels of government.
- Experience working with communities, First Nations, engineering firms and other stakeholders.
- Experience obtaining permits and licences.
- Experience coordinating servicing and infrastructure requirements for properties.
- Demonstrated experience managing complex, multidisciplinary development or infrastructure projects.
- Strong financial literacy, including capital budgeting, financial modelling and pro forma analysis.
- Experience negotiating complex commercial arrangements.
- Experience navigating municipal governance, approvals, consultation and regulatory environments.

Considered an Asset

- Previous experience working with or for a First Nation.
- Economic-development experience within a First Nations or Indigenous organization.
- Master’s degree such as an MBA, Master of Urban Planning or Master of Public Administration.
- PMP designation.
- CCIM designation.
- RPP or AICP designation.
- Direct experience negotiating joint ventures, land acquisitions or significant commercial leases.
- Experience building or scaling an economic-development function.

KFNE has specifically identified land development, real estate, government relations, stakeholder engagement, permitting/licensing and property servicing/infrastructure experience as must-have areas.



LOCATION: PORT COQUITLAM, BC

Port Coquitlam, British Columbia

The Director, Economic Development will be based onsite in Port Coquitlam, British Columbia.

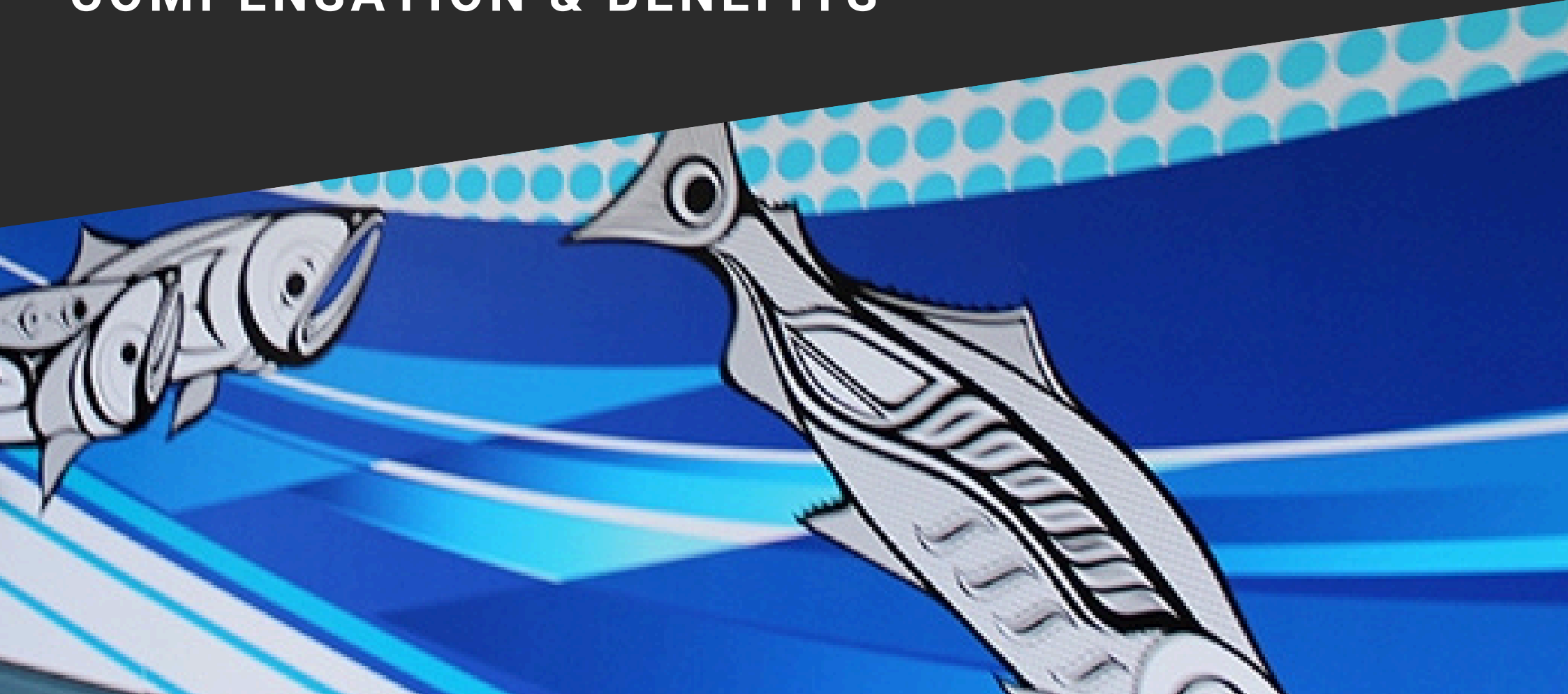
The onsite working model reflects the executive nature of the position and the importance of regular interaction with the KFNE Board of Directors, internal team, kʷikʷəłəm First Nation leadership and departments, development partners, engineers, government representatives and other stakeholders.

The role requires a visible and relationship-oriented leader who is comfortable working closely with both internal and external partners while advancing complex development and commercial priorities.

The successful candidate should approach the opportunity with the expectation of being actively present within KFNE’s operating environment and available for meetings, site activity, stakeholder engagement and Board interaction as required.



COMPENSATION & BENEFITS



Base Compensation: \$150,000 to \$180,000 annually

Vacation: Four weeks' vacation

Health & Wellbeing

Following completion of the applicable probationary period, KFNE currently provides employer-paid coverage for:

- Extended Health
- Dental
- Employee and Family Assistance Program
- AD&D
- Life Insurance

Retirement: KFNE provides access to a Manulife retirement pension plan.

- Minimum employee contribution: 1%
- Employer matching contribution: up to 5.5%



Professional Support

- Professional development, continuing education and conference participation may be considered subject to approval.
- Computer, cell phone and parking are provided where applicable.

Additional Time Away

- 10 Cultural Days
- Indigenous Day, June 21
- approximately two weeks of office closure over the Christmas and New Year period

Relocation: Relocation assistance may be considered on a case-by-case basis.

WHY CONSIDER THIS OPPORTUNITY?

Board-Level Influence

The Director will report directly to the KFNE Board of Directors and play a central role in translating the Nation's economic vision into strategy, operating priorities and commercial outcomes.

Build the Function

There is currently no dedicated Economic Development team. The incoming Director will have the opportunity to shape the function, identify future capability requirements and build the organizational structure required to support growth.

Land & Development Impact

The mandate provides direct involvement in land leasing, commercial real estate, infrastructure servicing, development planning and future stages of development.

Commercial Breadth

The Director will work across partnerships, joint ventures, business development, investment opportunities, government relations, infrastructure and financial stewardship rather than operating within a narrowly defined functional portfolio.

Purpose & Stewardship

KFNE's economic-development activities are intended to create sustainable long-term value for kwikwə́łəm First Nation. The Director's work will therefore connect commercial leadership with responsible stewardship and long-term Nation benefit.

STEPS IN SEARCH PROCESS

1. Application & Initial Consideration

Candidates may apply directly or be identified through proactive market research and direct outreach. Applications and expressions of interest will be considered against the qualifications, leadership requirements and mandate priorities established for the search.

2. KIRAH Assessment

Selected candidates will participate in a structured assessment with KIRAH to explore their leadership experience, career progression, economic-development and commercial expertise, land and real-estate experience, stakeholder capability, accomplishments and overall alignment with the mandate.

3. Candidate Presentation to KFNE

Candidates assessed as strongly aligned will be presented to KFNE with a structured summary of their background, leadership experience, mandate alignment and relevant considerations. KIRAH will not present a candidate without the candidate's knowledge and authorization.

4. KFNE Interviews

Selected candidates will proceed through KFNE's interview process with appropriate organizational and governance representatives. Final interview stages and participants will be confirmed with candidates as the search progresses.

5. Executive or Technical Assessment

Depending on the progression of the search, finalists may be invited to participate in an additional case, presentation or executive-level assessment. Candidates will receive full details in advance should an additional assessment form part of the process.

6. References, Credentials & Background Verification

At the appropriate finalist stage, KIRAH will coordinate applicable professional references, credential verification and background checks.

7. Final Selection & Offer

Following completion of KFNE's internal approval and governance process, KFNE HR will coordinate the employment offer and employment agreement with the selected candidate.

CONFIDENTIALITY

KIRAH Executive Search & Leadership Advisory respects the privacy and confidentiality of all personal information shared by candidates throughout the search process.

Information provided by candidates, including resumes, career information, professional references and related assessment information, will be collected and used for the purpose of evaluating candidacy and administering the search. Candidate information will not be presented to KFNE without the candidate's knowledge and authorization.

References, credential verification, background checks and other assessment information will be collected only where relevant to the search process and handled with appropriate discretion.

By participating in the search, candidates acknowledge that relevant personal information may be collected, used and disclosed for legitimate recruitment and assessment purposes in accordance with applicable privacy requirements and KIRAH's Privacy Policy.

This Candidate Brief is intended to provide general information regarding the opportunity and does not constitute an employment agreement or other contractual commitment. Certain details may evolve during the search.

Candidates are encouraged to contact KIRAH at any stage should they require clarification regarding the opportunity or search process.

