



Job Description

White Bear Lake Resort Inc.

Director of Business Operations – Lake Resort

White Bear First Nation (WBFN) is looking for a Director of Business Operations to manage operations of the beautiful White Bear Lake Resort located on treaty territory in south-east Saskatchewan, carrying out its vision of creating a welcoming community for visitors, as well as generating revenue and jobs for band members.

The role involves overseeing day-to-day operations, promoting economic development, and other strategic initiatives for White Bear First Nations' resort assets. The Director of Business Operations (Golf Course, Lake Resort, and White Bear Holdings) will be the most senior leader of WBFN's resort organization, managing all resort assets and reporting directly to the Board of Directors

The Ideal Candidate:

The ideal candidate will demonstrate advocacy for Indigenous peoples and businesses, with proven leadership skills and organizational governance experience. A strong applicant will also have prior experience in the tourism industry and a track record of success in achieving business goals. Knowledge of the White Bear Lake community and area is also preferred.

General Responsibilities:

- Oversee all day-to-day operations and maintenance of all of White Bear First Nations' resort assets, including the lake resort, golf course, and White Bear Holdings, the holding company acting as landlord to the Bear Claw Casino and Hotel.
- Report to and support the Board of Directors in upholding the mission, vision, and strategic priorities of White Bear Lake Resort and White Bear Holdings.
- Maintain and foster relations and engagement with White Bear members as shareholders and owners of the business and resort.
- Serve as the primary point of contact for the Board of Directors with White Bear Resort staff, reporting regularly on the state of the business and carrying out the mandate to all stakeholders.
- Provide leadership and direction to all lake resort staff, setting organizational vision and fostering a positive and safe work environment.
- Administer enforcement of local bylaws and lease agreements (residential and commercial)
- Foster and maintain strong business development and partnership opportunities.
- Provide executive oversight into the implementation of bylaws, policies, and other new administrative initiatives.

- Conduct financial analysis of the organization and develop operating budgets for all departments.
- Maintain a working business relationship with the Cottager Association and other stakeholder groups.

Qualifications:

- Degree in Business Administration, Hospitality, Management, or a related field preferred, or combination of education and relevant experience in management positions within the tourism industry.
- Minimum 5 years of experience managing teams of staff in a hospitality or tourism setting.
- Must have a valid class 5 driver's license.
- Experience navigating organizational governance structures, working with board of directors.
- Previous work with Indigenous organizations or communities is essential.
- Experience working in the tourism and hospitality industry would be an asset.
- Knowledge of White Bear First Nation and the surrounding area would be an asset.
- Understanding of First Nations government and other cultural traditions.

Working Conditions:

- Must be willing to relocate to White Bear Lake or surrounding area and be able to work on site (support for relocation expenses can be provided for a successful candidate).
- The Director of Business Operations will typically work in an office environment, with some activities requiring travel within the community.
- Work hours will follow the standard work week but will often require work in the evenings or on weekends, as well as overtime hours to accommodate various meetings and other community and public events.

Contact Information:

Should you have any further questions regarding this opportunity, or wish to formally apply, please contact Upfront Consulting at matthewdizy@upfront-consulting.net

A highly competitive salary and benefits package has been developed for this senior leadership role, commensurate with qualifications and experience.

This Job Posting will be open until October 22nd, 2025.