



ECONOMIC DEVELOPMENT MANAGER

On behalf of our client, Ginoogaming First Nation, we are seeking an Economic Development Manager to join their leadership team. Located in Longlac, Ontario on the northern shore of Long Lake, this strong and proud community is approximately 300 km northeast of Thunder Bay, Ontario.

Reporting to the Band Manager, the Economic Development Manager will be responsible for protecting and broadening the community's economic base and identifying new or emerging areas of economic opportunity which will contribute to an increased quality of life for the membership and community of Ginoogaming First Nation. As a key person, you will manage departmental finances, lead departmental planning, facilitate staff meetings and coordinate staff activities while overseeing project management, environmental initiatives, and employment opportunities. This role represents the community in a personable, professional way and acts as an organizational advocate with all relevant funding sources.

Key Responsibilities

Strategic Planning and Operational Management

- Develop and recommend overall economic development vision, strategies and policies by creating, researching, analyzing, and implementing economic and resource development activities
- Plan, organize and promote programs and related activities including business attraction, retention, job creation, business assistance, marketing, and related functions
- Ensure that strategy is developed into departmental operational plan(s) and translated into work plans
- Monitor implementation and progress of all plan activities and provide consistent reports
- Write business plans and provide advice and guidance to members with economic development ideas or interests under the direction of the Band Manager and Chief and Council.
- Actively seeks out potential new partnerships whose values and principles align with the First Nation
- Develop business plans and support the preparation of detailed estimates
- Manage agreements and relationships with applicable government agencies and departments and submit reports to applicable government departments or agencies as required
- Ensure that Economic and Resource Development department operations are conducted within relevant legislation, policies, and procedures

Program and Service Delivery Management

- Coordinate delivery of and supervise departmental programs and services
- Coordinate advice and guidance on lands and natural resources management
- Develop proposals for program funding
- Ensure program funds are expended appropriately
- Develop needs assessments and evaluation criteria to identify and measure the effectiveness of programs and service delivery

Financial and Human Resources Management

- Participate in the preparation of the budget for economic development operations and maintain up-to-date knowledge of budget and funding requirements
- Provide required data to inform monthly and quarterly financial statements and reports
- Working with the Human Resources Manager, recruit, coach, and mentor staff including coordination of training and development activities
- Lead the department's performance evaluation process in conjunction with the Human Resources Manager, focusing on growth and capacity building
- Promote and foster the development of a strong and cohesive team, emphasizing the importance of teamwork and mutual support of one another for the department and First Nation's benefit

Band Council Support and Administration

- Prepare materials and reports as requested by the Band Manager
- Attend and participate in various business meetings, seminars, conferences and other related functions to promote the Nation's advantages
- Represent the Band at local, regional, provincial or other meetings as required

Education and Experience

- Post-secondary education in business, environmental science, lands and natural resources, project management, or another related field is preferred.
- Minimum of 3-5 years of management and related experience in planning, economic development, natural resources management, human resources management and program management, delivery and evaluation
- Related experience with First Nations organizations is desired
- Knowledge of relevant legislation, policies, and procedures relating to First Nations administration
- Ability to develop clear strategies and plans and manage resources, including people, materials, assets, and money, to achieve desired goals
- Knowledge of environmental concerns and land management practices and how best to balance with economic development opportunities
- Business acumen including good negotiation and facilitation skills.
- Strong team leadership and management skills
- Solid operations management skills
- Ability to establish good working relationships, both internally and with external stakeholders
- Ability to manage conflict using sound judgement.
- Effective written and oral communications skills
- Possess cultural awareness and sensitivity.
- Demonstrate a dedication to the role and the Community

If you are results-oriented and seeking new challenges, you will want to explore this opportunity. To learn more, please contact Anne Thomson or forward your resume to anne.thomson@mnp.ca.