



info@nadf.org
Orion Building
100 Little Lake Road, Suite 101
Fort William First Nation, ON P7J 0L2
Tel: (807) 623-5397 TF: (800) 465-6821
Fax: (807) 622-8271
www.nadf.org

External Job Posting

NADF is seeking a dynamic individual to join our team as a **Manager, Economic Development**

Established in 1987, NADF is a results-oriented Indigenous organization delivering programs and services that support and empower Indigenous peoples and First Nation communities in Northern Ontario to pursue business and community economic development opportunities.

The Manager, Economic Development will play a pivotal role in developing, implementing, and maintaining economic development programs. They will serve as a liaison with FedNor, multiple funders, First Nations, and stakeholders. Additionally, the Manager will collaborate with the Loans Manager to support economic development initiatives and facilitate access to funding opportunities for community members and businesses. The Manager is responsible for engaging with First Nations and community members to develop and support approaches and strategies for economic development, community planning, and capacity development.

The Manager will provide direct supervision to assigned Economic Development staff.

Key Responsibilities:

1. Supervision and Leadership:
 - a. Directly supervise all assigned economic development staff.
 - b. Provide leadership and direction, including conducting evaluations, performance assessments, and work planning.
 - c. Ensure job-related training is provided, as necessary.
 - d. Offer support and guidance to staff.
2. Community Engagement and Program Management:
 - a. Engage First Nations and community members to develop and support approaches and strategies for economic development, community planning, and capacity development.
 - b. Establish and measure results, including the number of events, workshops, and surveys conducted.
 - c. Act as a communication liaison between multiple funders, First Nations, and stakeholders.
 - d. Manage key activities outlined in funding agreements to ensure deliverables are met.

Qualifications and Experience:

- Post-secondary degree in Business Administration, Economics, Community Development, or a related field. A degree in Accounting with a designation would be considered an asset.
- Minimum of five (5) years of senior experience in business-related management.
- Minimum of five (5) years of experience in managing staff.



Job Type: Contract to May 31, 2025
Salary: \$89,806 - \$127,321
Location: **Note:** This position must be at NADF's Fort William First Nation office.
Schedule: Monday to Friday, 35 hours per week.
Travel: The ability to travel will be required.
Closing Date: May 13, 2024 @ 1:00 p.m.

NADF encourages applications from all qualified candidates including women, men, Aboriginal peoples, persons with disabilities and visible minorities. NADF is committed to an inclusive and barrier-free work environment. Workplace accommodation is available. If contacted regarding this opportunity, please advise the Human Resources representative of the accommodation measures, which must be taken to enable you to be assessed in a fair and equitable manner. While we appreciate all applications for this position, only those who are selected for an interview will be contacted. For full job description, visit www.nadf.org/careers.org. Please forward a detailed resume in confidence, along with 3 current work related references with a cover letter to recruitment@nadf.org





Job Description

Job Title	Role	Employment Status	Wage Band #	Salary Range
Manager, Economic Development	Management	Full-time	9A	\$89,806 - \$127,321
Reports to	Department	Hours of Work	Benefits	
Chief Executive Officer	Economic Development	7 hours/day 35 hours/week	Savings Benefits (Retirement) Group Insurance Program	

Job Overview

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 - b. Establish and measure results, including the number of events, workshops, and surveys conducted.
 - c. Act as a communication liaison between multiple funders, First Nations, and stakeholders.
 - d. Manage key activities outlined in funding agreements to ensure deliverables are met.
 - e. Prepare annual work plans and budgets, monitor progress, and adjust plans as necessary.
 - f. Identify additional resources required and draft funding proposals.
 - g. Ensure effective and efficient utilization of available travel budgets to support increased presence in First Nations communities.
 - h. Establish and facilitate the function of Committees as required for project work.
 - i. Develop partnerships to support the economic development and planning activities of First Nations communities.
3. Reporting and Communication:
 - a. Prepare internal and external reports to stakeholders, providing updates on economic development initiatives, program progress, and outcomes.



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- b. Ensure clear and effective communication with internal and external stakeholders, including government agencies, funders, First Nations, and community members.
- c. Prepare reports, presentations, and other materials as required for internal and external stakeholders, ensuring accuracy and timely delivery.
- 4. Strategic Planning:
 - a. Provide observations and recommendations on strategies related to First Nation community, business, and economic development.
 - b. Attend internal and external meetings as required.

Qualifications and Experience:

- a. Post-secondary degree in Business Administration, Economics, Community Development, or a related field. A degree in Accounting with a designation would be considered an asset.
- b. Experience: Minimum of five (5) years of senior experience in business-related management.
- c. Experience: Minimum of five (5) years of experience in managing staff.

Knowledge and Skills:

- a. Ability to work with confidential information and confidentially manage all duties.
- b. Strong financial forecasting and analysis skills.
- c. Proficient in personnel supervision.
- d. Excellent administration and management skills.
- e. Strong problem-solving abilities.
- f. Exceptional written and verbal communication skills.
- g. Proficiency in Microsoft Office 365.
- h. Comprehensive understanding of economic sectors and challenges facing entrepreneurs.
- i. In-depth knowledge of the economic climate and business development priorities of Indigenous communities in Northern Ontario.
- j. Possess a general understanding of the Indigenous culture and the opportunities and challenges of northern Ontario's business and economic development environments.

Responsibilities: The Manager, Economic Development will be responsible for:

- a. Performing the duties and responsibilities of the position to the best of their ability.
- b. Adhering to relevant legislation and the NADF's policies and procedures.
- c. Protecting confidential and proprietary information.
- d. Maintaining respectful, collaborative working relationships.
- e. Understanding and fostering the company's mission, vision, values, and ethical statements.
- f. Maintaining a safe workplace.
- g. Presenting a positive and professional image of the company.



Job Description

Conditions of Employment

- a. Valid Class G driver’s license.
- b. A reliable personal vehicle would be preferred.
- c. Ability to obtain required vehicle insurance.
- d. Ability to work a flexible schedule.
- e. Ability to travel required.

Note

This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

Signatures

By signing this document, I acknowledge that I have read, understand, and agree to the above job description related to my position at NADF.

Chief Executive Officer’s Approval

Date

Employee Name (Print)

Employee Signature

Date