



# Aamjiwnaang First Nation

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## EMPLOYMENT OPPORTUNITY

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**Position Title:** Manager of Development

**Location:** Sarnia, ON

**Duration:** Permanent

**Posting Closes/Deadline:** December 13<sup>th</sup>, 2024

**Tentative Interview Date(s):** December 17<sup>th</sup>-20<sup>th</sup>, 2024

### Scope of the Position

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The Manager of Development is responsible for the leadership of economic development, lands and environment, pipelines, and corporate initiatives undertaken on behalf of the Aamjiwnaang First Nation (AFN). This role is responsible for improving AFN's capacity for sustainable economic growth, seeking economic diversification, and working collaboratively with both internal and external groups. The Manager of Development focuses on opportunities and development priorities to grow the economy and support AFN's economic priorities. This role is also responsible for the management of oversight of the Lands Office and Land Registry related to reserve lands. The role provides supervision, oversight, and direction to the Development department staff, Environment department staff, Lands department staff and contributes to the strategic and business planning for AFN.

### Responsibilities

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#### 1. Development Leadership

- Identify, lead, and manage community and economic development planning and initiatives; identifying and fostering community economic development opportunities; securing funding for economic development activities and programs; assisting local organizations, businesses, and individuals, with establishing economic development plans and projects
- Oversee the conservation and protection of the air, land, and water environments initiatives for AFN
- Engage in and develop the Strategic Business Plan for AFN based on engagement and input from members of the community, public, Chief and Council
- Recommend strategic initiatives, and identify opportunities for further economic development
- Accountable for providing strategic and operational leadership on all aspects of development
- Promote and champion the AFN community to expand economic development opportunities
- Provide expert input and advice on short- and long-term economic development strategies and business plans that align with the AFN's stated goals, objectives, and vision
- Develop the annual work plan, report and budget based on identified priorities and requirements of partner funding entities
- Identify and provide oversight and management of applications for grants and funding opportunities or partnerships available to further the economic development goals / initiatives of the community
- Remain informed of Provincial and Federal initiatives and communicate this information to Chief, Committee, Council, and program staff as needed
- Build alliances and partnerships with strategic external stakeholders including government representatives, organizations, and funders to advance AFN's economic goals and objectives
- Establish and maintain strong interpersonal relationships internally and with external stakeholders by using effective negotiating skills to reconcile differences, influence outcomes and bring people together for a shared purpose
- Liaise with other departments and various internal services to ensure that a cooperative and integrated level of service is provided

- Manage and plan development projects, engaging with a variety of industrial and commercial enterprises, community and business associations, and government agencies
- Oversight of corporations assigned to the Corporation Manager, ensuring planning, development, coordination, and implementation satisfies shareholders and tenants
- Ensure that corporations are preserved and increase the value and integrity of the properties and to meet the financial objectives of the board of directors and shareholders
- Identify, review, and assign commercial or industrial development proposals, providing strategic advice on procedures and approval requirements
- Ensure social and economic profiles of AFN urban and rural areas are updated and accurate to encourage investment and development in the community
- Utilize data, metrics, and research to make sound, well-informed, and objective decisions
- Conduct frequent research and analysis

## 2. People Management

- Provide leadership and direction to the Development department, Environment department and Lands department
- Supervise and support direct reports to ensure and foster wellbeing in a cooperative working environment
- Direct staff in accordance with policies, procedures, and systems in place, ensuring that staff conduct themselves in a professional manner in dealing with Aamjiwnaang Band members, staff, and the public
- Provide guidance, coaching, support, and training and development opportunities while engaging direct reports in goal setting and performance evaluation
- Manage all aspects of scheduling, including time off requests and ensuring adequate staffing coverage
- Work closely with Human Resources to manage hiring, discipline, or termination of direct reports
- Oversee new hires and onboarding process

## 3. Health and Safety Compliance

- Ensure workplace health and safety by identifying prevention opportunities, ensuring staff are trained in incident reporting systems, investigating potential risk and accidents, and applying timely corrective measures
- Maintain awareness of relevant legislation, policies, and procedures
- Adhere to policies of Aamjiwnaang First Nation, along with relevant economic development, reserve lands, employment, and other legislative requirements

## 4. Finance and Administration

- Oversee Full Cycle financial management to ensure financial accountability and the efficient utilization of all health resources
- Manage the departmental budget, including identifying new opportunities for revenue and approving spending requests
- (In Partnership with) Development of funding proposals, including planning, writing, and implementation
- Complete reporting related to budget and funding obligations, including financial, statistical, and qualitative
- Manage all funding and partnership contracts related to economic development and reserve lands
- Attend appropriate workshops, seminars and training sessions as required to remain current on topics of concern to the department and scope responsibility
- Attend all management, Committee, Council, and community meetings as required

## **Minimum Requirements**

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- Degree or diploma in business, economics, political sciences, finance, or a related field; master's degree preferred
- 7 to 10 years' experience in economic development including planning, organizing, directing, and managing
- 5 to 7 years' experience supervising staff
- Minimum of 5 years' experience (work or lived) in First Nations, understanding the needs, challenges, and political environment
- Completion of Reserve Land and Environment Management Certification Program considered an asset
- Experience in project management
- Experience in government relations and advanced funding/reporting obligations
- A clear Criminal Record Check and Vulnerable Sector Check
- A valid driver's license and access to a vehicle

## **Knowledge, Skills, and Abilities**

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- Thorough knowledge of First Nations economic and environmental initiatives and how that impacts the AFN community
- Able to navigate and demonstrate knowledge of First Nations bylaws, politics and specific issues related to development
- Thorough knowledge of and ability to demonstrate / apply core First Nations values to design culturally appropriate services
- Working knowledge of governmental policies, programs, services, and procedures at the Federal, Provincial, and Regional, levels that relate to economic development and reserve lands
- Able to navigate and demonstrate knowledge of First Nations politics and specific issues related to economic development and reserve lands
- Extensive knowledge of and adherence to relevant Acts, Regulations, policies, procedures, and codes related economic development and reserve lands
- Advanced knowledge of principles and practices of the development department, associated services, and implementation
- Proven ability to develop departmental goals to align with organizational and financial goals
- Able to project annual expenses and fee-generated revenues, prepare program and department budgets, complete and submit required report for development programs
- Able to drive results through creativity and innovation as well as affective financial management
- Able to drive vision, purpose, and values of AFN
- Able to identify community needs and find the appropriate resources to address them
- Strong interpersonal negotiating skills and the ability to resolve conflicts
- Able to build networks and relationships both inside and outside of the organization
- Professional communication using oral, written, visual and non-verbal communication skills with a customer service mindset
- Able to align conduct with AFN's ethical and cultural standards in a manner that is respectful of diversity
- Excellent organizational, budgetary, finance and time management skills required
- Exceptional leadership, accountability, and delegation skills
- Proficiency in managing economic development, commercial/industrial management and reserve lands staff and processes
- Strong analytical ability; able to quickly synthesize information, problem solve, providing timely advice and creative, realistic, and appropriate solutions in the best interest of AFN

## **Personal Attributes**

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- Maintain strict confidentiality in performing the duties of this position
- Demonstrated high degree of personal integrity and credibility and the ability to represent AFN with professional competence
- Interest in First Nation wellbeing, economic development, and community

## **Other Considerations**

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In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985,c. H-6, s16 (1-3)).

Preference may be given to First Nation candidates with relevant on reserve employment and/or those with knowledge and understanding of Aamjiwnaang and history and community.

## **Application Process**

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If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation  
978 Tashmoo Avenue  
Sarnia, ON  
N7T 7H5  
Attention: Ashley Fisher, Human Resources Officer  
Or  
[humanresource@aamjiwnaang.ca](mailto:humanresource@aamjiwnaang.ca)  
Or  
519-336-0382 fax

For more information, check us out online at [www.aamjiwnaang.ca](http://www.aamjiwnaang.ca)