



INDEPENDENT FIRST NATIONS ALLIANCE

SIoux LOOKOUT OFFICE

P.O. Box 5010, 98 King Street, Sioux Lookout, ON P8T 1K6

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Job Title: Economic Development Officer (EDO) (Full-Time)

Location: Sioux Lookout, or Thunder Bay

Independent First Nations Alliance (IFNA) is a tribal council located in Northwestern Ontario as its 100% First Nation owned. Its First Nations stakeholders include: Lac Seul First Nation, Pikangikum First Nation, Whitesand First Nation, Muskrat Dam First Nation, and Kitchenuhmaykoosib Inninuwug First Nation. IFNA's purpose is to build capacity in the communities we serve and support all aspects that improve the quality of life through employment, and new training developments.

IFNA is seeking a business leader to take on the role of Economic Development Officer (EDO) based in Sioux Lookout or Thunder Bay, this position reports directly to the Technical Services Manager. IFNA's business ventures aim to increase revenue and enhance employment opportunities within the organization and communities we serve. The EDO will focus on generating economic opportunities while assuring environmental, economic, and social sustainability for IFNA and its community members.

The successful candidate will work closely with the Business Development Officer to have a clear understanding of the needs in the five IFNA communities.

Responsibilities

- Establishes, develops, and maintains effective working relationships with departmental staff, municipal employees, local business owners, and the public.
- Participates in business planning, strategic planning, and initiatives in support of economic development for IFNA and the communities we serve.
- Assist in management of Economic Development budgets.
- Monitors and examines market conditions and emerging trends which may impact existing and potential.
- Analyzing financial data and developing effective strategies to reduce business costs and increase company profits.
- Prepares and reports progress on projects, monitoring until complete.
- Evaluates projects that are grant-eligible according to applicable regulations and criteria.
- Completes grant applications.
- Collaborates with legal professionals to assist in the preparation of necessary documents.
- Giving presentations to Management, and Board of Directors



Requirements

- Post-secondary degree or diploma in Business Administration, Commerce, Economics, Economic Development and Marketing, Public Administration, or equivalent related field of study.
- Proven experience working as an economic development officer or similar role are also encouraged to apply.
- Experience in business and financial management with an organizational environment.
- Experience working with Indigenous communities in Northern Ontario
- Experience working with a Board of Directors and Executive Committee
- An equivalent combination of education and experience may be considered.
- Excellent verbal, and written communication skills.
- Exceptional negotiation and decision-making skills.
- Ability to gather, collate, and analyze a variety of data.
- Proficiency in all Microsoft Office applications

Conditions of Employment

- A valid Ontario Driver's Licence
- Criminal Record Check
- Extensive Travel Required

Closing Date: OPEN UNTIL FILLED

Salary will be based on a combination of qualifications and experience.

Please forward your resume and cover letter to Recruitment@ifna.ca