



*Employment Opportunity*

**Chief Executive Officer**

**Mi'gmawei Mawiomi Business Corporation**

*Mi'gmawei Mawiomi Business Corporation's (MMBC) mission is to generate net revenue for the Mi'gmawei Mawiomi through its own sources of revenue from joint investments in large economic development projects.*

[www.mmcorporation.ca](http://www.mmcorporation.ca)

**Reporting to the Board, the CEO is responsible for the overall administration, financial management and human resource management of MMBC. As the principal advisor to the Board, the CEO is responsible for implementing the direction of the managing of MMBC's strategic and operational agenda.**

**Key Accountabilities**

**New Business Development**

- Identify, pursue and negotiate business opportunities to generate wealth for the member communities;
- Establish and maintain contacts and relationships with senior business executives and other strategic stakeholders to ensure an understanding of Gespe'gewa'gi's key sectors / industries and to identify leads and opportunities for business investment;
- Identify, define and monitor effective and appropriate metrics to evaluate progress and results in investor attraction, business growth and job creation;
- Communicate effectively with the Board by articulating complex ideas in a clear and understandable way.

**Facilitate and Support the Work of the Board**

- Provide strategic insight and advice to the Board;
- Advise and assist the Board in the development of policies, strategic goals and objectives, new initiatives, fiscal priorities and services;
- Implement the resolutions, by-laws, policies and strategies set by the Board and ensure the effective administration of all Board approved policies and plans;
- Prepare Board meeting agendas and materials including resolutions and by-laws, and attend Board meetings;
- Ensure formal written documentation and reports are prepared in support of Board related activities;
- Report to the Board on specific internal and external organizational activities and projects;
- As the official link between the Board and the employees of MMBC, ensure effective formal communication and appropriate sharing of information between the Board and the organization's employees;
- Represents the Board at official functions as required;

**Job Information**

**Strategy and Planning**

- Oversee the negotiation and monitoring of agreements, including the Impact Benefit Agreement, and other partnership and business agreements of MMBC entities;
- Ensure the implementation of strategic and economic investment or development plans;
- Identify strategic and operational risks to MMBC and develop appropriate strategies to mitigate or manage these risks;
- Recommend appropriate funding for proposed economic development initiatives;
- Provide leadership in formulating the direction, objectives and policies of the organization and ensure they are consistent with the overall strategic goals and policies of the Board;
- Ensure that sound public relations are maintained by communicating information on the actions and decisions of the Board to stakeholders;
- Ensure efficient and effective day-to-day operations, including prudent business arrangements, availability of the necessary resources and capability to perform the work of the corporation.

**Financial Management**

- Ensure effective financial management and controls for MMBC and its related entities;
- Prepare and present annual operational plan and budget for the Board approval;
- Update the Board regularly on the financial status of MMBC in comparison to budget, and report any financial issues that might jeopardize the ability of MMBC to meet its financial obligations;
- Direct and facilitate any notices regarding meetings concerning the annual audit or audited financial statements;
- Prepare the auditor's performance evaluation report with the input of the Senior Financial Officer;
- Provide the Board with up-to-date financial information on a regular and timely basis, identify any exceptions and as necessary, options to manage exceptions.

**Education and Experience**

- Preference will be given to candidates with a minimum of ten years of experience at a senior management level with knowledge and understanding of First Nations' businesses;
- A post-secondary education in a related field (public administration, business administration, commerce, etc.);
- Must be bilingual (English and French);
- Must be knowledgeable of the natural resources industry in the area;
- Must also demonstrate the following skills through past relevant leadership and management experience: exceptional financial analysis, strong negotiation skills, the ability to communicate effectively with all organizational levels verbally and in writing short and long-term business planning; an entrepreneurial and strategic business sense.

**Ideal candidate**

- A proven senior leader with vision, strong management skills, financial expertise and excellent interpersonal and relationship building skills. This individual will be comfortable rolling up their sleeves and working hands on and will possess the high degree of business judgment that is needed to align organizational efforts to efficiently turn goals into results.
- The ideal candidate is a progressive and forward thinker with a deep understanding of First Nations culture and community. With equal skills and experience, priority will be given to First Nations candidates.

**Remuneration:** According to Salary Scale of MMBC

**Date of assumption of duties:** To be determined

All applications will be treated in a confidential manner.

**Send your resume and cover letter before Friday, March 6 2020, 4:00 PM**

at:

[hr@mmcorporation.ca](mailto:hr@mmcorporation.ca)