



**Nokiiwin**  
TRIBAL COUNCIL

## Employment Opportunity

Position: **Financial Capacity Development Manager**  
Status: Full-time Term Contract  
Opening Date: September 30, 2021  
Location: Thunder Bay, ON

Posting Reference #: NTC 20210930 - FCDM  
Contract End Date: March 31, 2022  
Closing Date: October 8, 2021

Celebrating our 15<sup>th</sup> year, Nokiiwin Tribal Council is a rapidly expanding non-profit organization with more than 30+ staff providing a diverse range of services. Nokiiwin Tribal Council is dedicated to working in unity with our five member First Nations to enhance growth and prosperity in the areas of governance, finance, access to justice, economic development, community planning, technical and education services. For more information, please visit at [www.nokiiwin.com](http://www.nokiiwin.com).

Nokiiwin is seeking a **Financial Capacity Development Manager**. The Manager is responsible for organizing programs and activities under the Capacity Connect initiative.

### Summary of duties:

- Develop, and organize programs, and activities in accordance with the project mission and goals
- Prepare monthly and annual reports as required for the Board of Directors, management, and funders
- Develop an evaluation method and as Key Performance Objectives to assess the milestones, and identify improvements for each initiative
- Meeting with stakeholders to ensure alignment regarding project issues, decisions and milestones
- Recruitment, supervision and performance management of employees and hired consultants to ensure project timelines are on track
- Assist in aiding and recommendations, advice and support related to Finance, H.R and Governance topics as outlined under the project details
- Liaise with other First Nation and Aboriginal organizations to ensure mutual understanding, partnership building, and ongoing networking relationships to enhance service delivery to member First Nations
- Liaise with Federal, Provincial, Regional and private funders and agencies as required as related to the development and growth of the initiative.
- Attend information meetings, workshops, conferences and other professional development activities on relevant topics.
- Provide monthly activity reports, meeting reports and/or other reports to the Executive Director as requested
- Provide briefings on emerging issues, progress and other reports, and an annual report to the project team and Board of Directors as required (NTC / SFNS).

### Preferred Qualifications:

- Post secondary degree or diploma program in related field.
- Must have a minimum of five years overall work experience in a management-level role together with demonstrated internal control, budget preparation, project management, reporting, goal setting and advanced communication skills.
- Experience with First Nation financial management preferred in either an accounting or project management capacity
- Working knowledge of the principles and delivery mechanisms for adult education and essential skills training
- Familiarity with the barriers faced by Indigenous people to employment and education
- Excellent facilitation and report writing skills
- Proficiency in managing large budgets responsibly
- Valid Driver's License and current satisfactory Level 1 Criminal Reference Check is required
- Availability to travel, strong communication skills, time management, and problem-solving skills
- Must be computer literate in MS Office and productivity software; and
- Knowledge and appreciation of Anishinabek, culture and heritage.

Please send your cover letter, resume, and 3 work-related references by:

**4:00 p.m. Friday October 8, 2021 to:**

**Human Resources, Nokiiwin Tribal Council**  
384 Fort William Road, Thunder Bay, ON, P7B 2Z3  
E-mail : [hr@nokiiwin.com](mailto:hr@nokiiwin.com)

*Only candidates who meet the qualifications and are granted an interview will be contacted.*

*Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.*

