

Long Lake #58 First Nation

209 Otter Street
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Longlac, Ontario
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Tel: (807) 876-2292
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ECONOMIC DEVELOPMENT MANAGER

The Economic Development Manager is responsible for developing and coordinating the operation of the Economic Development Department and the direct supervision of department staff. The Economic Development Manager shall have a lead role in activities and initiatives that will attract investment and business opportunities to Long Lake #58 First Nation and will actively support (and/or lead) business retention and expansion activities that will maintain and increase local employment in the region.

Duties and Responsibilities

Economic Development

- Leads the development, approval, and implementation of the long-term economic development strategy in accordance with the Long Lake #58 First Nation 5-Year Economic Development Plan.
- Develop policies and administer programs to provide industrial and commercial business investment in Long Lake #58 First Nation.
- Manage all economic development programs and initiatives.
- Develop and implement plans to attract desired industrial, commercial, retail, and professional investment by conducting economic research and creating/analyzing business surveys, socio-economic data, labour statistics, population, and existing business/residential base.
- Provide analytical support and insight on Economic Development opportunities and projects.
- Develop and maintain relationships with potential partners, communities, and other First Nations.
- Deliver presentations to businesses, developers, industry associations, etc.

- Review and evaluate commercial or industrial development proposals and provide advice on procedures and requirements for government approval.
- Manage all aspects of applicable RFP and proposal-review processes.
- Provide consultation on planning and starting of new businesses.
- Assist partners with program and financial reporting.
- Prepare presentations on department matters for various audiences (Chief & Council, Stakeholders, Community Members, etc.)
- Manage the development, maintenance, and distribution of Economic Development materials.

Staff Supervision and Department Management

- Plan, organize, direct, control and evaluate the operation of the Economic Development Department.
- Effectively manage the Economic Development Department staff through recruitment & selection, staff development, performance management, coaching/mentoring, supervision, discipline, and termination.
- Prepare reports, briefing notes, correspondence, and updates for Chief and Council, Senior Management, stakeholders, or other third parties.
- Plan, administer and control budgets for contracts, vendors, and other financial stakeholders.
- Ensure efficient financial management through budgeting, financial reporting, and department cost forecasting.
- Ensure a healthy and safe working environment for all staff, vendors, and visitors.
- All other related duties, as assigned.

Accountability

The Economic Development Manager is accountable to, and is under the day-to-day supervision of, the Director of Operations.

Education and Experience Requirements

- College or university degree in Commerce, Economics, or a related field and/or

- certification as a Professional Economic Developer (EcD) or Economic Development Planner.
- Experience in all aspects of staff and financial management.
- Experience working in a First Nation Organization.
- Economic development certificate is an asset.
- Previous experience in economic development, marketing or public relations is an asset.
- Desirable Skills
- Excellent interpersonal and relationship building skills to foster relationships with potential business partners, community members and Chief & Council.
- Exceptional time management and multi-tasking skills.
- Ability to take initiative and a willingness to learn.
- Ability to work independently and as a leader of the Economic Development Department.
- Excellent verbal, written, presentation and record-keeping skills.
- Ability to make appropriate and effective decisions.
- Ability to openly assume additional responsibilities that may arise from the community administration and/or the Chief & Council.

Location: Long Lake #58 First Nation

To Apply: email: Careers@longlake58fn.ca

DEADLINE: Position will be posted until August 2/24 @4:00pm