

# WE ARE HIRING



WAUBETEK

BUSINESS DEVELOPMENT CORPORATION

A community Futures Development Corporation



## General Manager

The Waubetek Business Development Corporation (WBDC) is a progressive and dynamic Indigenous Financial Institution, owned by a collective of First Nation communities, dedicated to fostering Indigenous business development and prosperity for the First Nations in a large area of Northeast Ontario.

WBDC is seeking a results-oriented and visionary leader to fill the role of General Manager. Reporting to the Board of Directors, the General Manager will oversee the operations and drive business development initiatives for First Nation communities and entrepreneurs. This is a unique opportunity to play a pivotal role in advancing entrepreneurship while advancing First Nation prosperity.

### ***Operational Duties:***

- Oversee the day-to-day operations of WBDC, ensuring efficient and effective performance across all departments.
- Collaborate with the Board of Directors to develop and execute long-term business plans and strategies.
- Foster strong relationships with First Nations, government agencies, and potential partners to facilitate collaboration and growth.
- Carry out appropriate due diligence and risk management to facilitate high-quality investing decisions to help support business success.
- Champion initiatives which support the needs of First Nation businesses/entrepreneurs.

### ***Financial Duties:***

- Monitor and evaluate the financial performance of WBDC, ensuring fiscal responsibility and sustainability.
- Ensure compliance with relevant laws, regulations, and corporate governance requirements.
- Set up and ensure compliance with robust financial planning, monitoring, reporting, auditing and evaluation processes
- Report regularly to the Board of Directors on the progress of the organization's finances and overall performance.

### ***Administrative Duties:***

- Provide strategic leadership and guidance to the organization, in alignment with the goals and aspirations of the WBDC.
- Establish and implement operational policies, procedures, goals, and objectives, conferring with the Board of Directors and staff as necessary.
- Manage and supervise staff including preparing work schedules, assigning specific duties and oversee the interview, hiring and training of new employees with the assistance of the other WBDC staff.
- Maintain strict confidentiality in performing duties and demonstrate personal attributes of integrity, respect, trust, honesty, compassion, & accountability .
- Promote a positive and inclusive work culture, fostering professional growth and development for team members.

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

- Demonstrated track record (5+ years) in successfully managing an organization and executing investment/finance strategies and initiatives.
- Knowledge of a variety of business models and partnerships types.
- Experience in business analysis, writing proposals and reports.
- Experience working with First Nations communities and Governments.
- Excellent written and verbal communication skills.
- Exceptional leadership and decision-making skills, with the ability to inspire and motivate others.
- Excellent negotiation, and relationship-building abilities.
- Demonstrated problem solving skills.
- Financial acumen and proficiency in budgeting, financial analysis, and risk management.
- Knowledge of Indigenous governance, rights, and self-determination principles.
- Strong understanding of Indigenous culture, values, and the socio-economic challenges faced by Indigenous communities.
- Follow all WBDC Policies and Procedures and display a commitment to the values and culture of the organization:
- Bachelor's degree in Business Administration, Commerce, Economics, or a related field. A Master's degree is an asset.

### ***Other Requirements***

- Posting is open until the position is filled. Applications are assessed as they are received, therefore early application is suggested.
- Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.
- All interested applicants must undergo a criminal records check.
- All applicants must submit a cover letter and resume outlining how you meet these requirements which must be sent to [dmadahbeelieach@waubetek.com](mailto:dmadahbeelieach@waubetek.com) with the position listed in the Subject. Proof of certifications will be required prior to employment.
- Candidates who meet the above criteria will be contacted for an interview.



Federal Economic Development  
Agency for Northern Ontario

Agence fédérale de développement  
économique pour le Nord de l'Ontario