



MARTEN FALLS FIRST NATION #65

Ogoki Post, Ontario P0T 2L0 Tel : (807) 349-2509 Fax: (807) 349-2511

Internal and External Job Posting

Position: Marten Falls Economic Development Corporation General Manager (Full-Time)

Start Date: Immediately

Location: Thunder Bay Office (577 11th Avenue),

Posting Closing Date: Until filled

The Community:

The Marten Falls First Nation reserve is located at the intersection of the Ogoki and Albany Rivers. It is approximately 400km to the northeast of Thunder Bay. Accessible by air and via winter road. The closest city with year-long road access is Nakina, which is located approximately 200 km to the south. The proximity to the rivers coupled with forests full of White Spruce, Cedar, Balsam, Pine and Tamarack trees allow both ecosystems to thrive. Numerous fish species including pickerel, trout, pike, whitefish and sturgeon and animals such as caribou, bears, moose, beavers, martens, etc. are native to the Marten Falls reserve land.

Reports To:

Marten Falls Economic Development Corporation General Manager reports to the president and Board of the Marten Falls Executive Development Corporation.

Job Overview

The Marten Falls Economic Development Corporation General Manager (MFEDCGM) is responsible for leading and managing the economic development initiatives of Marten Falls First Nation. This role involves strategizing, planning, and implementing programs that stimulate Marten Falls First Nation economic growth, attract new businesses, retain existing businesses, and enhance the overall economic environment of the community.

Prerequisites:

- Bachelor's degree in economics, Commerce, and or Business Administration, or a related field.
- Certified Economic Developer (CEcD) designation or similar certification is an asset.
- A minimum of 5 years of experience in economic development, business development, or a related field.
- Proven track record of successful project management and strategic planning.
- Strong understanding of economic development principles, practices, and funding mechanisms.
- Excellent communication, negotiation, and interpersonal skills.
- Experience working in a First Nation Organization

To promote employment equity, Marten Falls First Nation welcome applications from all qualified individuals including indigenous persons, immigrants, members of minority groups, women and persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

- Proficiency in Anishinaabemowin an asset
- Experience working with government agencies, chiefs, councils and community members
- Knowledge of local, and federal economic development programs and resources.
- Proficiency in economic data analysis and reporting.
- Strong leadership and team management skills.
- Knowledge of local, provincial and federal economic development programs and resources.

Responsibilities and Duties:

- **Strategic Planning and Implementation:**
 - Develop and execute comprehensive economic development strategies and plans
 - Identify and prioritize economic development opportunities and projects.
- **Business Attraction and Retention:**
 - Work to attract new businesses and industries to the area.
 - Foster strong relationships with existing businesses in the community to support their growth and retention.
 - Conduct market research and analysis to identify trends and opportunities for the Marten Falls First Nation community
- **Community Engagement:**
 - Collaborate with local government officials, community elders, Chief and Councils, and community band members to promote economic development initiatives
 - Organize and participate in community outreach and public engagement activities.
- **Project Management:**
 - Oversee economic development projects from inception to completion.
 - Ensure projects are delivered on time, within scope, and within budget.
 - Manage project teams and coordinate with external consultants and contractors.
- **Funding and Grant Management:**
 - Identify and pursue funding opportunities, including grants, loans, and other financial incentives.
 - Prepare and submit grant applications and manage awarded funds.
- **Policy Development:**
 - Develop and advocate for policies and regulations that support economic development in the community
 - Stay informed about local, and federal economic development policies and trends.
- **Marketing and Promotion:**
 - Promote community economic development initiatives
 - Develop marketing materials and campaigns to highlight economic development opportunities.
- **Data Analysis and Reporting:**
 - Collect, analyze, and report on economic data and metrics.

To promote employment equity, Marten Falls First Nation welcome applications from all qualified individuals including indigenous persons, immigrants, members of minority groups, women and persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

- Prepare regular reports for the Chief and Councils on the progress and impact of economic development initiatives.
- Other duties as assigned.

Skills:

- Proficiency in goal setting, opportunity identification, and project prioritization.
- Competence in managing projects from start to finish.
- Ability to handle timelines, budgets, and resources efficiently.
- Proficiency in collecting, analyzing, and interpreting economic data.
- Excellent verbal and written communication skills.
- Strong public speaking, Strong leadership skills and presentation skills.
- Strong interpersonal skills and Proficiency in negotiating
- Proficiency in writing grant proposals and managing awarded funds
- Strong problem-solving skills to address challenges and obstacles in economic development projects.
- Proficiency with software tools used for data analysis, project management, and marketing (e.g., Excel, CRM systems, Microsoft Office Suite).

Working Conditions:

- Typical office environment with occasional travel required into Marten Falls First Nation and other places
- Ability to attend evening and weekend meetings or events as needed.
- Primary location is in Thunder Bay

Compensation/Benefits:

- Salary is negotiable - based on experience and education

As part of our recruitment process you would be required to provide a current Police Vulnerable Sector Check (PVSC).

Application Process: Interested candidates should submit a resume, and Three (3) recent references to the Human Resources Department.

Stella Idogho, RPR
Human Resources Manager
Marten Falls First Nation
Ogoki Post, ON, P0T 2L0
humanresources@martenfalls.com
C: 807-632-5509

To promote employment equity, Marten Falls First Nation welcome applications from all qualified individuals including indigenous persons, immigrants, members of minority groups, women and persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.