



**ECONOMIC DEVELOPMENT OFFICER
MI'KMAQ CONFEDERACY OF PEI
LOCATION – Charlottetown/Summerside
FULL-TIME POSITION
(Commencing Immediately)**

Reporting to the Executive Director, the Mi'kmaq Confederacy of PEI (Confederacy) Economic Development Officer plays a leading role in all aspects of the organization's economic development opportunities, business acquisitions and development priorities. As well he/she facilitates discussions with political contacts and senior/ mid-level bureaucrats on issues of economic interest and importance to the organization. He/she will also play a leading role in supporting individual First Nation economic development initiatives.

Duties will include

- Playing a key role in the development and execution of the Confederacy's Economic Development Strategic Plan;
- Developing and evaluating business opportunities in conformance with the Confederacy economic development strategy and evaluation processes;
- Responsible for managing major economic initiatives and/or projects;
- Developing partnerships with private and public sector organizations in an effort to advance Aboriginal business development; acting as liaison for the Confederacy with local organizations, business sectors and individuals and representatives of government, business and industry concerning economic development;
- Actively working to increase access to the resources required to build Aboriginal business;
- Preparing target proposals for submissions to public and private funding sources, updates, and final reports detailing all project activity; preparing reports for the Executive Director or Board of Directors, as required; Updating the Executive Director on program concerns and economic development; providing the Executive Director with a regular progress report on work plan;
- Ensuring reconciliation of revenues to expenses;
- Building a productive, cooperative working climate within the team, the organization, the First Nations and with other stakeholders;
- Ensuring that the funding agencies receive the required reports within the guidelines as identified.
- Skilled at proposal writing

Minimum Qualifications:

- A university degree in Business with considerable related experience.
- Experience working with senior level management in a not-for-profit, government, or large corporate environment.
- Experience managing or overseeing financial resources; experience writing successful funding proposals and negotiating service agreements.
- Excellent communication and strong inter-personal skills, strong written communication skills, effective analytical skills, initiative, willingness to be a team player and an understanding of print, electric, audio, video and alternative media formats.

- Must be comfortable in a cross-cultural setting.
- Must be willing to travel and be available outside regular office hours; must have a valid driver's license.
- The successful applicant must provide a satisfactory Criminal Records Check prior to beginning employment.
- Additional relevant education and experience will be considered an asset.

Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided.

Salary Range: Commensurate with experience and qualifications
Bi-weekly Hours: 75 hours
Closing Date: Thursday, September 7, 4:00 p.m.

Please email your resume and cover letter to tbernard@mcpei.ca or mail to:

Mi'kmaq Confederacy of PEI
Attn: Tabatha Bernard
200 Read Drive
Summerside, PE
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