



MUNSEE-DELAWARE NATION

MUNSEE-DELAWARE NATION ADMINISTRATION OFFICE

289 Jubilee Rd. Muncey ON N0L 1Y0 Tel (519) 289-5396 Fax (519) 289-5156

EXECUTIVE OPPORTUNITY

RE-POSTING

The Munsee-Delaware Nation is seeking a dynamic individual to fill the role of **Munsee-Delaware Nation Manager**. The Munsee-Delaware Nation is a Lenape community of nearly 800 members located along the Thames River and approximately 25 km southwest of London, Ontario.

POSITION:	Nation Manager
REPORTS TO:	Chief and Council
WORK HOURS:	Monday to Friday (8:30 to 4:30) with some evenings
SUPERVISES:	Program Managers/Directors
SALARY:	To be Negotiated

GENERAL DESCRIPTION:

The Nation Manager provides management leadership to all of the programs/services within Munsee-Delaware Nation. The Nation Manager ensures that all programs and services are developed, enhanced and managed in an effective and efficient manner that provides for a better quality of life for all members of Munsee-Delaware Nation. A key responsibility is to provide a supporting link between Chief and Council, all current and future Munsee-Delaware Nation, committees and the program/services.

QUALIFICATIONS:

- Well-developed managerial skills
- Ability to provide leadership and motivate others, ability to organize time and work, sound decision making capability to provide effective supervision and ability to develop policies and procedures
- Possess capabilities needed for short- and long-term planning, including the ability to guide planning sessions
- Must have a sound working knowledge of: the community organizational structure, laws, policies and programs, Aboriginal and Treaty Rights, and ISC regulations and procedures
- Must have a good working knowledge of the community culture, customs, and a thorough understanding of the issues facing the community and of the community's present and future needs
- Demonstrated ability to manage a complex organization including reporting, budgeting, financial management and experience in human resource management and policy development
- Must have the ability to guide initiatives in all areas of the community's development including Land use Planning, Consultations and Governance

- Excellent communication, diplomacy and interpersonal skills
- Must have knowledge of performance management IT software and process
- Computer literate

EXPERIENCE

- Possess a minimum of (3) three years of senior management experience preferably in a First Nations organization or similar capacity.
- Have a broad knowledge of First Nations governance.

EDUCATION

- University degree or college diploma in public administration, business administration or a relevant field with a strong financial background (Budgeting, Audit Preparations)

WORK CONDITIONS

- Interacts with clients, staff, visitors, government agencies/personnel
- Travel required
- Overtime as required

Full Job Description available upon request

INTERESTED CANDIDATES:

If you are interested in this fast paced and dynamic management opportunity, please apply with resume, cover letter, copies of credentials and three professional letters of reference to:

**Munsee-Delaware Nation
Attention: Chief Mark Peters
289 Jubilee Rd., Muncey, ON N0L 1Y0
Phone: 519-289-5396 Fax: 519-289-5156**

In a sealed envelop marked "CONFIDENTIAL"

Or email to chief.peters@munsee.ca with the subject line "Nation Manager"

Application Posting:

May 18, 2021

Extended Deadline:

June 11, 2021 at 12:00 pm

We would like to thank all applicants who apply; however, only applicants selected for an interview will be contacted.