

Program Manager

National Aboriginal Capital Corporations Association (NACCA)

Posting Date: February 4, 2019
Closing Date: February 28, 2019

NACCA is seeking a qualified, highly motivated individual to fill the role of Program Manager.

Overview

NACCA is the association of 59 Aboriginal Financial Institutions (AFIs) that provide financial and business support services to Indigenous entrepreneurs across Canada. AFIs provide over \$100 million in loans annually to more than 1,250 Indigenous business clients and manage a consolidated loan portfolio of more than \$320 million.

NACCA delivers a range of programs and services to AFIs across Canada. It also supports its members by developing new financial products and services, sharing best practices, and advocating on behalf of its AFI members.

The Position

Reporting to the Chief Executive Officer, the Program Manager is accountable for the delivery of approximately \$30 million in program funding that supports business development activities for First Nations, Métis, and Inuit entrepreneurs, as well as capacity and sustainability of the AFI network.

Key Responsibilities

Lead the Programs and Services team in the delivery of the programs by:

- Participating as a member of the management team to ensure strategic objectives of the organization are being met
- Managing the delivery of programs to ensure objectives are achieved and delivery is in accordance with established program policies and procedures
- Ensuring the provision of timely and courteous responses and service to AFIs
- Ensuring AFI compliance with program policies and reporting requirements set out in their agreements and program policies
- Preparing and presenting program reports and briefings to the CEO, committees, and Board of Directors
- Conduct periodic quality assurance reviews to ensure the ongoing integrity of program delivery

- Supervise the activities of direct reports to ensure effective delivery of programs, including assignment of work tasks and performance management
- Provide input on and implement new policies and reporting procedures
- Other duties as required

Qualifications and Requirements

- University degree in economics, business, public administration or other related field
- Minimum 5 years of program management experience
- Minimum 3 years of experience in managing teams
- Excellent organizational, interpersonal and time management skills
- Excellent cross-cultural skills

Persons of Indigenous ancestry will be given preference (s. 16(1) CHRA)

This is a full-time regular position, located in Ottawa ON.

Salary & Benefits

An attractive compensation package with excellent benefits including a defined benefits pension plan

Please send your cover letter and resume to Kristen Morris at kmorris@nacca.ca

NACCA is committed to an inclusive and barrier-free work environment. Workplace accommodations are available. Thank you to all applicants; however, only persons whose applications have been selected will be contacted.