



**FIRST PEOPLES**  
economic growth fund



## Position Profile

# Chief Executive Officer

Reports To: Board of Directors

Organization: First Peoples Economic Growth Fund

Date: June 2021

### About First Peoples Economic Growth Fund

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A joint economic development initiative between the Manitoba government and the Assembly of Manitoba Chiefs (AMC) saw the creation of the First Peoples Economic Growth Fund Inc. (FPEGF). FPEGF is a not-for-profit organization with the mandate to provide financing to support Manitoba First Nation business proposals that are economically viable. The unique aspect of FPEGF is that it can provide a variety of support for First Nation owned businesses through a diverse portfolio of programs.

The collaborative process between AMC and Government of Manitoba identified the following seven program areas for the fund:

- Business plan assistance,
- Skills development,
- Entrepreneur loans,
- Community economic expansion loans,
- Joint-venture investments, and
- Professional support aftercare.
- Resource & Energy Investment

FPEGF programs are guided by the following principles:

- The Fund will only support those projects that are economically viable and provide a positive return on investment to First Nations entrepreneurs, communities and FPEGF.
- Leveraging other investment dollars is critical to the growth of the First Nation's economy and must be demonstrated by every business proposal presented to FPEGF.
- Capacity building will be an important criteria in the decision-making processes, be it human capital, infrastructure or community capacity.

- Job creation, longterm and sustainable employment opportunities, in areas where there is high unemployment.
- A portion of the Fund will be targeted for projects originating in rural and northern Manitoba.
- All businesses receiving funding will have to meet or exceed prevailing environmental and health standards.
- FPEGF, while looking to assist businesses of high economic return, will also consider the needs of the applicants; in general, applications of exceptional merit with the greatest need will receive the highest priority.

## About the Chief Executive Officer

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Reporting to the Board of Directors, the Chief Executive Officer (CEO) will drive the transformative work of the organization towards its inspirational vision through leadership in the First Nations community and influence with key stakeholders. The CEO will engage with business partners, government officials and organizations with aligned mandates to encourage economic development activities and foster innovative businesses. The CEO is responsible for the overall administration, financial management and human resource management of FPEGF. As the principal advisor to the Board, the Chief Executive Officer is responsible for implementing the direction of the Board and management of FPEGF's strategic and operational agenda. They will maintain an environment and culture that promotes innovation, vision and achievement of results.

## Key Leadership Accountabilities

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### Strategic and Business Planning

- Provide leadership in formulating the vision, direction and goals of the organization and ensure they are aligned with the objectives of the Assembly of Manitoba Chiefs (AMC) and the Manitoba government
- Lead, develop and implement the FPEGF strategic plan
- Cultivate a strong strategic and operational alliance with the First Nations community and partnership organizations
- Ensure efficient and effective day-to-day operations, including prudent business arrangements and availability of the necessary resources and capability to perform the work of the organization
- Identify, evaluate and create strategies to attract economically viable initiatives
- Develop and implement processes and practices to ensure a current and accurate awareness of initiatives, events, actions and developments that may impact FPEGF
- Develop and implement a strategic process and criteria for the identification, assessment and recommendation of potential economic development initiatives
- Develop criteria and evaluation process for fund allocation
- Identify, define and monitor effective and appropriate metrics to evaluate progress and results in delivery of the organization's mandate
- Oversee the negotiation and monitoring of agreements, and other partnership and business agreements
- Identify strategic and operational risks and develop appropriate strategies to mitigate or manage these risks

## Financial Management and Operational Leadership

- Working closely with the management team, lead the development of the organizational business and financial resourcing plan, including the development and monitoring of annual operating budgets
- Maintain sustainable partnership revenues from the public sector and other strategic partners
- Establish sound financial and operating policies and procedures for the organization
- Implement financial policies and processes in accordance with policies and guidelines established by the Board and generally accepted accounting practices
- Develop key and operational performance indicators and targets FPEGF
- Monitor the performance of the organization to ensure adherence to Board direction, established budgets and performance expectations
- Ensure regular reviews of performance against the goals of the organization are completed and provide clear periodic and ad hoc reports to the Board and stakeholders
- Establish strong human resource practices that ensure highly qualified staff are recruited and retained, performance expectations are clearly defined

## Board of Directors Support and Stakeholder Relations

- Working with the Board Chair, identify key issues for Board deliberations and develop agendas and materials for Board meetings;
- Ensure formal written documentation including reports, background information and briefing materials are prepared and presented to the Board of Directors and its committees as required to support decisions and the development of policy and direction as well as to ensure the Board is appropriately informed of progress and all stakeholders are kept well-informed;
- As the official link between the Board and the employees of the organization, ensure effective formal communication and the appropriate sharing of information between the Board and the organization's employees;
- Provide advice and guidance to the Board on the development / revision of financial, human resource and operational policies and ensure implementation of and compliance to these policies
- Work with the Board and government stakeholders to establish new fund agreements
- Establish and maintain contacts and relationships with senior business executives and other strategic stakeholders to ensure an understanding of key sectors/ industries and identify leads and opportunities for attracting business opportunities and strategically developing economic growth
- Act as a catalyst and facilitator to mobilize the resources and strategies to capitalize on growth opportunities and support clients to achieve their business and investment goals
- Develop a visible presence and sustain effective relationships with the First Nations community, government officials, partner organizations and industry associations

## About The Education, Experience and Competency Requirements

The Chief Executive Officer is responsible for ensuring the overall success of First Peoples Economic Growth Fund and requires strong leadership skills to work effectively with staff, the First Nations community, government and

partnership associations. The Board of Directors will rely on the knowledge, skills and abilities of the individual in this role. Candidates must be able to demonstrate several leadership competencies.

The ideal candidate will have a post-secondary degree in economics, commerce or business coupled with a minimum 15 years of relevant experience with at least 5 years in senior or executive positions. Candidate must demonstrate their knowledge, understanding and professional experience in a First Nations environment. They will have an in-depth understanding of Manitoba's economy; economic development; business attraction, retention and expansion fundamentals; workforce development and job creation; municipal, provincial and federal government programs; community and social development and market development. The next CEO must have outstanding oral, written and presentation communication skills; media relations would be an asset. Candidates must have a demonstrated record of working effectively with Boards of Directors and government stakeholders and of providing visionary leadership, strong fiscal management oversight and accountability, effective coaching and creative problem solving.

We ask that individuals with an interest in further exploring this exciting opportunity contact:

**Lillian Wong, Senior Manager, Executive Recruitment**

MNP LLP

Email: [lillian.wong@mnp.ca](mailto:lillian.wong@mnp.ca)