

Settlement Investment Corporation, SIC, is an indigenous Financial Institution providing financing to Metis Settlement member businesses. Since its incorporation in 1985, Settlement Investment Corporation has served on-and off-settlements member businesses from the 8 Metis Settlements in Alberta by providing development on these settlements and for their members.

**Opportunity:**

Settlement Investment Corporation is seeking a multi-skilled General Manager to work with a small team and assist the Board of Directors in effective planning, coordination and implementation of business operation. Reporting to a Board of Directors comprised of 8 on-settlement directors, the General Manager also has the responsibility of operational and financial management, including managing budgets, developing policy and procedures and ensuring compliance with governance regulations. The General Manager will manage personal and oversee, direct, and be responsible for all the day-to-day activities and operations of Settlement Investment Corporation. A strong knowledge of corporation governance is also vital for this role.

**Responsibilities and Duties Include:**

- Developing, and adhering to policies, strategic & operational objectives, and financial plans for Board approval.
- Manage all funding programs and conduct operations to achieve ongoing financial stability and sustainability.
- Develop and foster positive, progressive and effective relationships with all stakeholders on the settlements, regional & national partners, and governmental agencies & ministries.
- Review, assess, and provide oversight on all loan applications and make recommendations to the Board/Investment Review Committee.
- Coordinate all professional services rendered to SIC.
- Supervise and train all staff.
- Identify and implement areas of improvement to internal standard operating procedures, including team restructuring and morale.
- Conduct regular staff meetings.
- Ensure adherence to all personnel, administrative, and loan program lending policies.
- Promote and market the interest, objectives, and programs of SIC.
- Maintain or supervise the maintenance of financial records of SIC, prepare financial statements and various reports on operations and activities of SIC as well as Strategic and Operating Plans as required or directed by the Board.
- Provision of collection services for all outstanding loans.
- Organize and arrange Board meetings, develop agendas, arrange necessary travel, and record and distribute minutes.
- Maintain or supervise the maintenance of the computer system, network, and organizational website.
- Encourage community organization to envision and pursue possible economic development activities and help develop implementation plans.
- Meet all objectives set by the Board of Directors.

### **Essential Requirements Include:**

- Demonstrated equivalent and relevant experience in business management or public administration.
- Demonstrated experience in strategic planning, marketing, and financial management and analysis.
- Broad business experience specifically in a management or a consulting capacity.
- Proven administrative experience and abilities working at a strategic level while balancing the demands of day-to-day operations.
- Proven ability to manage human and financial resources.
- Demonstrated ability to lead and develop a small team.
- Ability to interpret and implement corporation policies and procedures.
- Knowledge of and experience applying best practise risk management and collection functions.
- Familiarity and functionality with community economic development concepts and practices.
- Experience working with Indigenous organizations and communities.
- Broad network of contacts in business and governments.
- Strong written and oral communication abilities.
- Exceptional interpersonal skills and an ethical mindset.
- Ability to hold all relevant security clearances.
- Class 5 driver's license and willing to travel to Settlements.

### **Other Assets, Knowledge, Experience and Abilities Include:**

- Awareness of business development programs, services and support available in Alberta and specifically to Metis entrepreneurs and communities.
- Familiarity with the economy and demographics of the 8 Metis Settlements in Alberta.
- Experience working with entrepreneurs at all levels.
- Demonstrated working knowledge of bookkeeping and accounting practises.
- Knowledge of the National Aboriginal Capital Corporation Association.

### **Settlement Investment Corporation offers an excellent range of benefits including:**

- A market competitive remuneration package with an annual salary range between \$75,000 - \$100,000, commensurate with experience
- Health and wellness benefits
- Employer RSP contributions
- An opportunity to make an impact and secure the long-term future of a community organization.

### **Application Process:**

Please email Wayne Gray, Interim CEO at [gwgray@me.com](mailto:gwgray@me.com) "Application: General Manager" in the subject line, with your cover letter and resume attached by February 15, 2023.

We thank all applicants for their interest, but only short-listed applicants will be contacted. If you have questions about the process or the position, please contact Wayne Gray.