



CAREER OPPORTUNITY

Job Title: Aboriginal Business Financing Program (ABFP) – Program Manager
Location : Enoch, Alberta

Overview

In business since 1987 the Alberta Indian Investment Corporation (AIIC) remains committed to the Entrepreneurial Spirit of First Nations People residing in Alberta. AIIC's operates as a "One Stop Shop" with an ecosystem of entrepreneurial support services for First Nations businesses.

A.I.I.C is seeking a full-time **Program Manager** for our **Aboriginal Business Financing Program (ABFP)**. The primary objective of the ABFP program is to assist Status entrepreneurs to develop independent and profitable businesses in Alberta. Efforts will be focused on encouraging and facilitating program assistance submissions to ABFP by Status Clientele. More: <https://www.sac-isc.gc.ca/eng/1375201178602/1610797286236>

The position is ideal for an individual seeking work-life balance, is self-motivated, and shares the entrepreneurial vision of the organization. The successful candidate will report to the CEO & Operations Manager and be responsible for providing quarterly reports to funder and also coordinate with other departments and manage the external audit related to the programs.

Responsibilities / Expectation

- Handle enquiries over the telephone and email, determining the project details, applicability to the program, explaining basic ABFP requirements, and forward information to the caller (i.e. Application Form).
- Review Application Forms for completeness, eligibility, and potential viability; complete an interview with the applicant.
- Complete a Project Screening form, highlighting the basic features of the project and the policy and viability issues involved, and decide on an action plan for the project. Submit completed 'Project Screening Form' (PSF) to the CEO for approval decision. Inform the applicant of the screening results in writing.
- Developing the proposal and Business Plan: review the Business Planning Guide with the applicant; assist the applicant to obtain price quotes from qualified professional consultants.
- Analyze the business plan and investigate the project thoroughly before recommending whether it should be approved or rejected. Assessment must ensure that the project complies with program terms and conditions and agrees with the policies approved by NACCA. Subsequently, a Project Summary form, recommending financial assistance to be offered, is prepared for submission to the GM.
- Analyze and inspect the performance of the project during the control period to ensure continued compliance with the program requirements before recommending payments; prepare letter of offer.
- Receive and review Claims from Client. Ensure that the Detailed Eligible Costs forms and the Claim Summary form are prepared accurately. Ensure that sufficient documentation is attached. Preparation of claim documentation for ABFP approval.
- Attendance at public meetings to explain the Program, respond to enquiries regarding the eligibility of projects, and criteria for ABFP approval.
- Coordinating workload with AIIC management & staff, loans officers, finance officer and business services consultants throughout the process.
- Notification to Applicant of outcome decision.
- Receipt of Business Plan. Assist clients in the development of Business Plans including the selection of the consultant, defining the scope of the Business Plan and following up to ensure that the Business Plan is adequate.
- Prepare and maintain inquiries, client application, and program cash flow spreadsheets and
- prepare and update reports.

Qualifications

- Successful completion of post-secondary school training in business administration, finance, or other related skills relevant to the position. Or a suitable combination of education and experience.
- Experience in dealing with Indigenous people, with an emphasis on economic or business development.
- Experience in preparing and analysing business proposals and project administration.

- Knowledge of practices, methods and techniques used in conducting commercial investigative analysis of business proposals.
- Ability to work with minimum supervision.
- A valid driver's license.
- Be Bondable
- Knowledge of First Nation objectives and business practices would be a definite asset but is not a requirement.
- Familiar with commercial lending and/or banking environment would be an asset.

About A.I.I.C. & N.A.C.C.A

Alberta Indian Investment Corporation (A.I.I.C) provides First Nation owned business loan financing and business development service throughout the province of Alberta. Located on the Enoch Cree Nation on the west end of Edmonton. Its innovative approaches to providing financing for on and off reserve business have assisted many individuals in their efforts to become successful business people. More: www.aiicbusiness.org

The National Aboriginal Capital Corporations Association (NACCA) manages the program and distributes the funding through a network of 59 Aboriginal Financial Institutions (AFIs) across Canada. The AFIs can offer capital and other business support services to Indigenous businesses.

Compensation and Benefits

Job Types: Full-time, Permanent (Subject to ongoing program support)

Compensation: Vary as per Experience and related skills

Benefits:

- Dental care
- Disability insurance
- Extended health care
- Life insurance
- Paid time off
- Pension
- Flexible working hours

Schedule:

- Monday to Friday

How to Apply

Please send all resumes to:

Donald (Rocky) Sinclair, CEO, at rockys@aiicbusiness.org

Closing Date: Nov 15, 2023

Only qualified individuals being considered will be contacted for an interview.