

# Mississaugas of the Credit Business Corporation

## INVESTMENT AND PORTFOLIO MANAGER, ROLE PROFILE

### The Role:

The Manager (the Manager) will report to the Chief Executive Officer (CEO) and be responsible for leading the financial evaluation of business development activities for MCBC. This will include relationship building, conducting research, preparing research reports, financial analysis, briefing notes, and recommendations for consideration by the CEO and Board. The Manager will thrive in and contribute to an entrepreneurial workplace and will be able to support a diverse portfolio of responsibilities in manner that contributes to the overall success of the Corporation.

### Work Location:

This position is based at the corporate office of MCBC in New Credit, Ontario (on the territory of Mississaugas of the Credit First Nation, south of Hamilton and east of Brantford, Ontario).

### Immediate Supervisor:

The Chief Executive Officer

### Direct Reports:

None

### Specific Area of Responsibilities:

#### 1. Financial Analysis, Planning, and Reporting

The Manager will undertake financial analysis, planning, and reporting for MCBC in line with relevant legislative and International Financial Reporting Standards. This will primarily focus on the financial analysis and development of pro forma financial statements of proposed and existing investments and partnerships for consideration by Management and the Board of Managers. In addition, the Manager will oversee the overall monthly, quarterly, and annual financial reporting of MCBC.

#### 2. Business Development

The Manager will actively collaborate with the Manager, Business Development to advance the business development function of the organization. The Manager may also be required to contribute to the negotiation of the terms of agreements, deals, and financing arrangements on behalf of MCBC.

#### 3. Strategy

The Manager will contribute to the development and implementation of corporate strategy and associated work plans.

#### 4. Reporting

The Manager will be responsible for the monitoring and reporting of the overall performance of approved investments, projects, and partnerships. This will include regular reporting of outcomes and metrics to Management and the Board of Managers.

#### 5. Coordination of Technical Support/Advisory Services

In the event that external technical support or advisory services are required (legal, financial, consulting, etc.) to support MCBC's business development activities, the Manager will identify potential resources

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and ensure that the appropriate processes and authorizations are undertaken and obtained to effectively advance the interests of MCBC. The Manager, in coordination with the CEO, will coordinate the activities of the external technical support or advisors as required.

## 6. External Relations

The Manager will, in coordination with the CEO, undertake any necessary activities to promote MCBC with external stakeholders including governments, prospective business partners, financing institutions, and any other identified stakeholder. This will include conducting environmental scans to support decision making by Management and the Board of Managers with an aim to contributing to the future success of the Corporation.

## 7. Workplace Health & Safety

The Manager will contribute to and actively participate in a safe, healthy, and respectful workplace environment by observing all corporate policies and any applicable governmental legislation.

### Qualifications:

Preference will be provided to First Nations candidates who meet the qualification requirements for this position.

#### 1. Education and Experience

- Undergraduate degree in accounting, finance, or business administration.
- Preference provided to candidates with a MBA degree and a professional designation such as a CPA or CFA designation.
- Minimum of five years leading financial analysis and reporting
- Experience working in Indigenous economic development

#### 2. Knowledge

- Emerging best practices in the area of finance or accounting, budgeting, and cost control
- Business development best practices
- Understanding of community governance, history, culture, and traditions of First Nations and preferably the Mississaugas of the Credit First Nation

#### 3. Skills/Abilities

- Ability to analyze financial data and prepare financial reports, statements, and projections
- Ability to undertake research, analyze findings, and prepare briefing notes and recommendations for consideration by Management and a Board of Managers
- Strong verbal and written communication and interpersonal skills including the ability to positively interact with decision makers, public and other stakeholders in a professional manner
- Ability to lead negotiation processes
- Expert knowledge in MS Office, including but not limited to, Word, Excel, PowerPoint, Outlook
- Ability to multi-task and work productively in an evolving workplace environment
- Ability to work with minimal supervision in an entrepreneurial setting
- Ability to maintain confidentiality and use discretion as required
- Ability to promote and participate in a safe, healthy, and respectful working environment