



Employment Opportunity

Director of Indigenous Procurement and Entrepreneurship Development (IPED)

Applications are now being accepted for the following remote **Full Time Permanent** position:

Director of Indigenous Procurement and Entrepreneurship Development (IPED)

The Director of IPED is responsible for the strategic development, delivery and support for First Nation businesses and communities in Ontario in government procurement and entrepreneurship growth. The Director's mandate is to help build in-depth understanding and knowledge of the Indigenous procurement programs that are delivered by both the federal and provincial governments with FN businesses and communities, provide on-going support to find these opportunities and help in the successful completion of contract bids so that growth is achieved. The Director will also help lead a FN Entrepreneurship Committee in the development and execution of strategic priorities that will not only foster growth in FN entrepreneurship development but improve the chances of success.

POSITION RESPONSIBILITIES

PRIMARY DUTIES

- Understand OFNEDA's mandate and plan and develop action plans to deliver on the priorities that the position is responsible for.
- Establish IPED objectives and budget with detailed initiatives to grow FN business procurement with federal and provincial governments, entrepreneurship workshops and other supports, conferences/forums, financing access, mentor and membership support .
- Communicate constantly with the Executive Director on IPED initiatives for approvals and evaluation.
- Allocate material, financial and human resources to implement the organization's IPED strategies and achieve its objectives.
- Operate under the organizations policies, controls and procedures.
- Formulate and gain approval on business supports, training development, forums/engagement sessions and spend.
- Develop an annual IPED work plan for the Executive Director's approval based on the Strategic Plan.
- Coordinate with the accountant on the processing and timely filing of payments and spending for the organization on IPED initiatives.
- Communicate effectively and respond timely to requests from the Executive Director, the Executive Board, members, consultants, government officials/contacts, FN business owners and others.
- Enhance and build partnerships with the business community to build the membership and provide more support for growth in business development.
- Work closely with the Entrepreneurship Committee to deliver the priorities to the FN business members in the areas of training, support, financing access, procurement, networking, etc.

SECONDARY DUTIES

- Be familiar with and liaise with other FN institutions and organizations to promote membership, sponsorship, training and networking.
- Other tasks/duties/responsibilities as requested by the Executive Director.



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QUALIFICATIONS

OFNEDA will consider candidates that possess an adequate combination of skills and experiences required to successfully fulfil this role. All candidates will have the flexibility to travel within the province of Ontario (and occasionally nationally) and must possess an excellent understanding of First Nation communities and culture. Candidates will also have a practical knowledge of First Nation economic development organizations and their mandates.

Although not mandatory, OFNEDA would expect candidates to have, at a minimum, the following experience and education qualifications:

- University degree or college diploma in business or economics
- Minimum of three(3) years of FN entrepreneurship experience.
- Understanding of the Indigenous procurement programs with the federal and provincial governments.
- Superior communication skills
- Excellent organizational and time management skills
- Proven proposal writing skills
- Budgeting experience
- Flexibility to travel
- Knowledge of FN economic development organizations and their mandates
- Understanding of FN Economic Development in Ontario and connections with FN businesses and communities.
- Ability to work independently with minimal supervision.

TERMS OF EMPLOYMENT

This is a remote Full Time Permanent position beginning immediately. Annual salary range for this position is \$70,000 to \$75,000 per year based on a 35-hour work week.

APPLICATION PROCESS

Cover letter, resume, along with email address and phone number of two employment references are required for a complete application package. Incomplete or late application package will not be considered.

Please submit application package to:

Tiffany Taylor, Recruitment Officer for OFNEDA
Cambium Indigenous Professional Services (CIPS)
t.taylor@indigenouseaware.com

Deadline for Applications: Friday, February 14, 2025 @ 4:30 p.m.

Job description can be found on the OFNEDA website: www.ofneda.ca or by emailing the above contact.