

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq Office of The Executive Director

### *Director of Social Enterprise and Economic Development (SEED)*

#### About The CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing eight, Mi'kmaq communities of mainland NS. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM main office are in Millbrook First Nation, Nova Scotia and has over 200 Employees. The CMM's Social Enterprises and Economic Development department is currently looking for an energetic, mature, and independent candidate to fill the role of **Director of Social Enterprise and Economic Development**.

#### Position Overview

Reporting directly to the Executive Director, the **Director of Social Enterprise and Economic Development (D/SEED)** will be responsible for overall development and performance of the department and its businesses and investments. SEED is responsible for developing profit-based business opportunities that will collectively support the needs of the organization and member communities.

Under our Social Enterprise ventures the businesses we develop and collaborate with will only take place with the interests of our communities, community members and Mi'kma'ki. Social Enterprise will advance social, environmental, health, cultural, economy, education and other community goals. SEED will seek out new development investments in areas such as; aquatics, forestry, land, renewable energy and conservation.

#### Overview of Responsibilities

- Develop a multi year plan strategic business development and operational plan to ensure the further development of the SEED department.
- Provide oversight, guidance, and direction to all business programming within the department.
- Administer and provide support in HR Management for all SEED staff (participate in interviews, involvement in recruitment process, approval of job descriptions and postings, conducting performance evaluations, review workplans, involvement in disciplinary action, etc.)
- Ensure financial responsibility for the department by preparing and monitoring the annual budget, recommending expenditures for payment within pre-approved budget, adjusting the budget if required, quarterly review of financial status, negotiating funding agreements, and ensuring compliance to the accountability framework.
- Ensure the accountability framework and all The CMM's policies are implemented, updated, and maintained.
- Contribute to the Senior Management Team by recommending change, expanded programming, identifying new initiatives, programs or services, identifying issues/processes of concern, and providing strategic direction to enhance the overall mission of the CMM.
- Prepare reports and workplans as required (Annual Report, Annual Workplan for the department, Progress Reports for the department, etc.)
- Deliver presentations to stakeholders, academia, conferences, NGOs, and Government promoting the opportunities/work of the department.
- Attend meetings and community consultation tables as required.

- Participate on internal and external committees which are beneficial to the department.

### Position Requirements

- Must have a minimum of **5** years relevant working experience.
- Must have a post-secondary degree in a related field.
- Senior-level experience in a broad range of organizational environments, including strategic leadership, governance, negotiation, business planning, stewardship, media/communications, and/or human resources management.
- Experience with and broad working knowledge of First Nations fisheries governance structures, infrastructure, programming, and socio-cultural norms.
- Knowledge of and experience working with First Nations communities.
- Excellent presentation, public relations, and oral and written communication skills.
- Highly skilled in areas of planning, analysis, and presentation.
- Knowledge of federal and provincial legislation, programs, and services relative to Tribal Organizations.
- Comprehensive knowledge and understanding of Nova Scotia's Mi'kmaq communities, its political framework, and administrative/service Programs.
- Computer literacy and proficiency in financial management, e-mail and internet software, Microsoft Word, Power Point, Word perfect and Adobe Acrobat.
- Strong ability to organize effectively, delegate responsibility, solve problems quickly and communicate clearly.
- Clear understanding of the Indian Act and Mi'kmaq Aboriginal and Treaty rights.
- Must have reliable transportation, drivers' license, and the ability to travel.

### Why work with us?

The Confederacy of Mainland Mi'kmaq (The CMM) is well known throughout Canada as a professional organization that is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 1 week of discretionary vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

If you would like to join The CMM Family, please see below on how to apply for this position.

### Salary/Employment Term:

**\$106,571.43-\$149,200.00/ann** based on qualifications and experience. This is a Permanent Position (pending successful completion of initial one-year probationary contract).

## Application Deadline: Open until position is filled

Submit Cover Letter AND Resume to:

**Human Resources**  
**c/o The Confederacy of Mainland Mi'kmaq**  
**PO Box 1590, Truro, Nova Scotia B2N 5V3**  
**Email: [HR@cmmns.com](mailto:HR@cmmns.com)**

*We are an equal opportunity employer; however, qualified First Nations applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission.*

***Candidates must be legally entitled to work in Canada. Proof of work authorization will be required upon offer of employment.***

***Only those applicants who provide up-to-date CV along with Cover Letter and who qualify for interview will be contacted***