

# **Aboriginal Financial Officers Association Manitoba Chapter Requires an Executive Director**

AFOA Manitoba is looking for an energetic candidate to develop and direct the implementation of strategies, policies, plans and programs.

## **POSITION: EXECUTIVE DIRECTOR**

### **PURPOSE OF POSITION:**

The Executive Director is responsible for the effective and efficient operation of the administration office of the Aboriginal Financial Officers Association of Manitoba and for developing and implementing strategies and business plans for the association upon Board approval.

### **DUTIES:**

- Ensure the mission, goals, strategies, plans and programs of the association are clearly defined and adhered to.
- Ensure the appropriate level of policies, plans, budget, and strategies to provide quality service to the Membership and the Board of Directors.
- Ensure the development and on-going maintenance of effective communications both within the AFOA, with various levels of government and with other related stakeholders, to the advance and enhance awareness, understanding and support the Association goals and objectives.
- Represents the Association to public, corporations, government organizations, other aboriginal and related professional organizations, and the media.
- Directs the effective utilization of and the administration of the Association's human, financial, information and physical resources to meet its goal and objectives.
- Ensures the preparation of and presentation of the Associations budgetary and planning requirements are carried out, including adequate systems to ensure full accountability for the Associations human and monetary resources.
- Ensures that the Association fulfills its operational responsibilities in accordance with any contractual obligations.
- Collaborates with AFOA Canada, ISC, along with other organization and institutions that develop and enhance the Membership.
- Administer and update the Associations Membership Directory.
- Develop and maintain the website for the association.
- Procure funding and schedule workshops that meet AFOA certification.

## **REQUIRED EDUCATION/EXPERIENCE:**

- Certified Aboriginal Financial Manager (CAFM) designation as well as University or college preparation with exposure to financial management preferably with a professional accounting designation or experience in aboriginal financial management.
- A minimum of five years experience in Senior leadership role, preferably with a First Nation or Aboriginal organization.
- Experience in working with Board and Committees.
- Preferably an aboriginal or an individual with experience with First Nation or Aboriginal organizations.
- The incumbent must possess demonstrated ability to achieve positive measurable results in a team-oriented environment. The incumbent must also have a background and thorough knowledge and understanding of First Nations, Metis and Inuit issues at a national level.
- Ability to travel as required.
- This is a part-time position.
- All interested applicants must provide their resume and cover letter along with three references no later than **4:00 p.m., Friday, April 28, 2023**, by email to [jeannie@afoamb.ca](mailto:jeannie@afoamb.ca)  
This position will be posted until staffed. We thank all applicants for their interest; however, only those selected for an interview will be contacted.