



**ASSEMBLY OF MANITOBA CHIEFS  
PROFESSIONAL EMPLOYMENT OPPORTUNITY**

**EXECUTIVE DIRECTOR**

The AMC is seeking a highly qualified individual to manage and direct the organization toward its primary objectives. The successful applicant's priorities will be to develop, plan, coordinate and control the daily operation and provide a leadership role in implementing the political strategic direction determined by the Executive Council of Chiefs and or the Chiefs in Assembly.

**DUTIES AND RESPONSIBILITIES:**

- Overall management of all operations, programs services, personnel and finances of the AMC
- Review and implement appropriate financial, administrative, personnel and human resource policies and procedures
- Review the effectiveness of the administrative/financial operations, plans, policies, procedures and coordinates the implementation of appropriate revisions where necessary
- Attend all AMC meetings and provide updates, reports and recommendations as required on a regular basis
- Develop, manage and monitor all budgets, spending of the AMC
- Ensure that all reporting is completed accurately and on schedule along with all funding applications and contractual obligations are met
- Provide guidance, support and coordination to all departments and program managers
- Represent the AMC in the public and to outside agencies and governments
- Demonstrate professionalism, tact and diplomacy at all times

**QUALIFICATIONS:**

- Degree in public administration, business administration or equivalent
- Five to ten years experience in a Senior Management role, project management, or an equivalent combination of skills and experience
- Knowledge of relevant legislation, policies and procedures related to program delivery
- Possess effective leadership capabilities, and excellent oral and written communication skills
- Experience and knowledge of financial account principles, practices and procedures
- Demonstrated leadership ability including, supervising, operational, strategic management planning and excellent negotiation skills
- Demonstrated tact, diplomacy, and judgment with an ability to achieve results through a consultative approach to decision making
- Superior ability to handle conflict and demonstrate sound judgement and integrity
- Must be proficient in computer software. (Microsoft Word, Excel, and PowerPoint)
- Knowledge of traditional First Nation philosophy and contemporary practises.

**Closing date for applications: Open Until Position Filled.**

**Please submit a cover letter identifying your qualifications with a resume and 3 letters of reference from a previous employer to the attention of:**

AMC Personnel & Finance Committee  
Assembly of Manitoba Chiefs  
2<sup>nd</sup> Floor, 275 Portage Avenue  
Winnipeg, MB R3B 2B3

**Fax:** 204.956-2109

**Email:** [info@manitobachiefs.com](mailto:info@manitobachiefs.com)

We thank all who apply and advise that only those selected for an interview will be contacted. Preference will be given to a qualified First Nation candidate.