



**Assembly of Manitoba Chiefs**  
EMPOWERING OUR NATIONS

# Professional Employment Opportunity

## Executive Director (REPOSTED)

### Position Summary

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.

### Key Responsibilities

- Overall management of all operations, programs, services, personnel and finances of the AMC;
- 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;
- Ensure that all reporting is completed accurately, and on schedule along with all funding applications, and ensure contractual obligations are met;
- Develop, manage, and monitor all budgets, spending of the AMC;
- 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;
- Other duties, as directed.

### Qualifications

#### Education & Experience

- 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;
- Experience and knowledge of financial accounting principles, practices, and procedures;
- Strong organizational ability including planning, delegating, and task facilitation;
- Ability to handle conflict, and demonstrate sound judgement;
- Excellent negotiation skills, supervising, operational, and strategic management planning;
- Demonstrated leadership ability with the ability to achieve results through a consultative approach to decision making;
- Knowledge of traditional First Nation philosophy, and contemporary practices;
- Must be proficient in computer software (Microsoft Word, Excel, and PowerPoint);
- Ability to work flexible hours and overtime when needed;
- Adhere to AMC policies and procedures with specific attention to attendance, and professional ethics;
- Must have a valid Driver's License and a reliable vehicle.

Interested applicants are invited to submit their cover letter identifying the position title applying for, qualifications, and resume, along with 3 professional letters of reference (include a most recent employer reference) by 4:00 p.m. Thursday, May 23, 2019 to:

**Miranda McIvor, Human Resource Administrator**  
**Assembly of Manitoba Chiefs**  
**3<sup>rd</sup> Floor, 275 Portage Avenue, Winnipeg, Manitoba R3B 2B3**  
**Email: [hr@manitobachiefs.com](mailto:hr@manitobachiefs.com)**

We thank all who apply and advise that only those selected for further consideration will be contacted. No phone calls will be accepted. Preference will be given to Indigenous people and applicants are asked to self-declare in their cover letter or resume. Incomplete and late applications will not be considered. Successful candidates must provide satisfactory criminal and child abuse registry checks.

**Please visit our website at [www.manitobachiefs.com](http://www.manitobachiefs.com)**