



Sayisi Dene First Nation

RELOCATION SETTLEMENT TRUST

Po Box 73

Tadoule Lake, MB

R0B 2C0

Trust General Manager

Sayisi Dene First Nation Relocation Settlement Trust

Employment Status: Full-time

Location: Winnipeg, Manitoba, Canada

Start Date: July 2019

About the Trust:

In 2016, the Sayisi Dene First Nation (SDFN) entered into a Final Settlement Agreement with Canada. As a part of the Agreement, Canada provided money to be allocated to Trust Funds and the First Nation drafted the terms of the Sayisi Dene First Nation Relocation Settlement Trust Agreement (Trust) as a result. The Trust describes governance, management and use of the fund. The Trust Board 'Trustees' is composed of three Sayisi Dene First Nation members and an Independent Trustee who are bound by a fiduciary duty to act in the best interest of beneficiaries; members of Sayisi Dene First Nation.

The Trust document defines duties and programs that the Trustees must realize for the community. As a part of this mandate, executive support is necessary to ensure successful fulfilment of the Trust Deed. For more information, please visit: www.sdfntrust.ca or contact info@sdfntrust.ca

Position Summary:

SDFN Relocation Settlement Trust is seeking an experienced executive to be a General Manager for the Trust. The position is full-time; although location can be flexible, preference will be given to individuals based in Winnipeg, Manitoba. The General Manager will be responsible for ensuring the effective oversight and management of Trust's Programs and Projects and operations; including technical, financial and administrative support. The General Manager will be hired by, and report directly to the Trustees.



Sayisi Dene First Nation

RELOCATION SETTLEMENT TRUST

Po Box 73

Tadoule Lake, MB

R0B 2C0

Responsibilities:

Program and Project Management

- Promote and develop Programs and Projects that are supported by the Trust guiding documents (Comprehensive Community Plan and Strategic Plan)
- Develop Project Management Agreements and Implementation Plans between the Trust and external Project Managers
- Monitor progress reports on a monthly basis to ensure conformity against the Implementation Plans
- Develop and implement project management undertakings when the Trust is the Project Manager
- Report to the Trustees on Project and Program status and execution
- Evaluate completed Programs and Projects in context of guiding documents and the overall Trust strategy
- Oversee and ensure existing Programs and Projects as required by the Trust (e.g. building of Multiplex in Tadoule Lake, Healthy Food Program, Education Support Program, and Community Cabins Program)
- Hire and manage employees, volunteers, and contractors
- Work with, and actively seek external institutions and funding agencies
- Provide strategic and technical advice, and direction on Programs and Projects

Administration and Finance:

- Oversee Trust administrative activities for the effective and efficient operation of the Trust including updating One Drive, Action Items and IT support and access
- Coordinate and attend Trust meetings; including planning, preparation, and follow-up activities
- Prepare and distribute resolutions for operations, non-financial administration, and Programs and Projects
- Review and maintain Policies and Procedures in consultation with the Trust Administer for governance of non-financial operations of the Trust
- Establish and work within an Annual Budget
- Provide oversight and recommendations on Operating Budget and Annual Audit in cooperation with Financial Advisor and Trust Administrator
- Raise funds and other kinds of donations
- Actively seek and identify additional sources of funding from Manitoba, Canada and the philanthropic sector
- Prepare proposals and applications for grants and other sources of external funding

Community Liaison:

- Develop and maintain beneficial relationships with Members and related organizations (e.g. Keewatin Tribal Council, University College of the North, Manitoba Keewatinowi Okimakanak, etc.)
- Provide guidance, mentoring and supervision to community coordinators, helpers, and other Trust employees or contracted individuals



Sayisi Dene First Nation

RELOCATION SETTLEMENT TRUST

Po Box 73

Tadoule Lake, MB

R0B 2C0

Public Relations:

- Coordinate the development and distribution of newsletters (every 4 months)
- Update and maintain the Trust Wordpress website
- Monitor and maintain the Trust Facebook page and other social media channels
- Support community engagement activities to educate and communicate updates about the Trust and its activities

Minimum Requirements:

- Experience in management or similar executive role (5+ years)
- Experience working with Board of Directors or similar entities
- Experience working with internal and external stakeholders and funding bodies
- Experience in program / project administration and management
- Experience with budget implementation and project management

Preferred Skills and Qualifications:

- Experience working with Indigenous people or communities
- Trauma informed
- Experience working with a Trust Board
- Experience in negotiating
- Aptitude understanding and interpreting legal documents
- Ability to exercise independent and sound judgment
- Investment knowledge and experience
- Ability to set clear priorities, delegate, and guide people and groups
- Knowledge and acumen in governance
- Strong analytical abilities
- Excellent communication skills

Additional Information:

Salary Range:

\$100,000 to \$125,000 a year, based on education and experience.

To Apply:

Please submit your cover letter and resume to info@sdfntrust.ca

Closing date: Friday, June 21, 2019.

We thank all applicants for their interest; however only those selected for an interview will be contacted.