**ONTARIO FIRST NATIONS (2008) LIMITED PARTNERSHIP**

**General Manager**

**Permanent Positon**

Ontario First Nations (2008) Limited Partnership (OFNLP2008) is seeking a qualified individual to fill the position of General Manager.

OFNLP2008 is a special entity that was established in 2008 to distribute the funds that it receives from the Province of Ontario to the First Nation Partners. OFNLP2008 also manages and directs several major initiatives as mandated by the First Nation Partners. OFNLP2008 is a major, high profile organization among Ontario First Nations and operates in a highly dynamic environment. OFNLP2008’S head office is located on the Mississaugas of the Credit First Nation, southwest of Hamilton, Ontario.

As the General Manager you will be responsible to direct and participate in the development and implementation of goals, objectives, policies, and procedures; and direct and ensure proper coordination of all administrative and management affairs; prepares and submits to the Board of Directors, reports of finance, staffing, program, and other administrative and management activities; prepares agenda and documents and attends and participates in Board of Director meetings to receive general direction. As General Manager you will fulfil a key management position.

Under policy direction of the *New OFNLP General Partner Limited* Board of Directors, performs a wide range of difficult to complex administrative and management activities related to finances and accounting, promotion, staffing and personnel operations, and discretionary activities that serve to support effective business operations; uses considerable independent judgment in decisions that influence operations; advises the Board of Directors in planning, policy and operations matters. To perform the Ontario First Nations (2008) Limited Partnerships obligations, not limited to enforcing its rights in respect of and otherwise deal with subject matter of those agreements to which it is a party, including monitoring, administering, investing and distribution. Ensuring compliance and reporting of all parties, to exercise all powers ancillary and incidental.

Candidates must have a minimum of five (5) years proven experience in an organization performing duties comparable to those of a General Manager; and/or

* M.B.A., BBA, or other training and experience supporting a capability in management, planning, project management, human resources, effective communications, interpersonal skills, negotiation skills, financial management practices.
* Graduation from an accredited and recognized community college with a Diploma or Certificate in Management and Administration. Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:
* Five years senior management experience.
* Candidates must have proven experience, skill and have proven high efficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, and Access.
* Basic understanding and working knowledge of accounting/bookkeeping and Sage 300 accounting software;
* Candidates must be able to provide own transportation and willingness to utilize own vehicle as needed in connection with employment and be willing and able to travel.
* Candidates should also be aware of and have respect and sensitivity for Indigenous/Aboriginal culture, heritage, traditions and protocols.
* Compensation for this position starting at a minimum of $123,897 per annum range with pension and health benefits, subject to salary guidelines, qualifications and experience.
* Candidates must be able to work up to 37.5 hours per week (9:00am to 4:30pm), Mon-Fri, subject to change and fluctuations.

**A detailed Job Description is available. While we thank all qualified candidates for their interest, only those selected for an interview will be contacted.**

Interested persons must submit a resume and covering letter with two current letters of work references, no later then Friday, May 10, 2024 by 2:00 p.m.

Ontario First Nations (2008) Limited Partnership

New Credit Commercial Plaza

78 1st Line Road, Suite 204

HAGERSVILLE, ON N0A 1H0

Attention: General Manager

For Further Information, please visit [www.ofnlp2008.org](http://www.ofnlp2008.org) or call 1.905.768.7557, Toll free 1-800-208-0884. Applications will be accepted electronically to [rsault@ofnlp.org](mailto:rsault@ofnlp.org), or by facsimile.1.905.768.7667.