



## LOUIS RIEL CAPITAL CORPORATION

### MANAGER – BUSINESS EQUITY CONTRIBUTION FUND

June 24, 2019

Posting #20-005-00

The Louis Riel Capital Corporation (LRCC) is a Manitoba Metis-owned lending institution created to finance the start-up, acquisition and/or expansion of viable Metis controlled small businesses based in Manitoba.

The LRCC seeks to fill one (1) full-time Manager of Business Equity Contribution Fund position within our office located at 150 Henry Ave in Winnipeg, MB. Remuneration is dependent on education and experience.

#### **Job Duties/Competencies:**

- Receives and reviews client applications, sets up appropriate documentation;
- Conducts a strategic, economic and environmental analyses of industry area selected by clients to determine risks, mitigation and ongoing viability;
- Reviews and analyzes business plans, financial statement analysis, business valuations and managerial and operations reviews;
- Obtains legal/licensing/jurisdictional documents related to business proposals;
- Assists clients to prepare pro forma statements as required;
- Generates forms for payment, ensures payment of correct amounts;
- Monitors client activities during control period for compliance by conducting site visits, review annual financial statements and client prepared business performance reports;
- Applies high standards of customer service as it relates to timeliness, accuracy of information, interpretation of technical language, and overall incumbent access;
- Conducts face-to-face client meetings during project initiation, document execution and site inspections;
- Manages client relationships during times of Agreement default;
- Prepares and follows corporate standards for document creation and retention including letters of offer, letters of decline, amendment letters, claim forms and general correspondence;
- Generates and submits reports to NACCA regarding relevant statistical information related to each grant;
- Compiles reporting on various program metrics for LRCC board of directors;
- Attends MMF regional meetings, responds to queries from key stakeholders;
- Designs, develops and delivers presentations at regional meetings, business associations, conferences, trade shows and special events;
- Interprets technical concepts to non-technical audiences;
- Is available for radio and public relations interviews as required;
- Assists Loan Manager to apply due diligence process, ensures appropriate loan adjudication.

#### **Skills and Qualifications:**

- Previous commercial credit experience an asset
- Bachelor of Commerce with a Major in Finance/Accounting or related educational attainment
- Occasional evening/weekend work may be required;
- Travel within and outside of Manitoba as required;
- Experience working in an office environment;
- Proficient with various Office software (Word, Excel, Outlook, etc.)
- Good communication and organizational skills;
- Self-motivated and able to complete tasks in an efficient manner.

**Preference will be given to qualified Metis applicants. Applicants are encouraged to apply and self-identify on their cover letter/resume. The MMF encourages internal applicants to apply for career opportunities within our Government.**

We offer a competitive benefits package which includes but not limited to: health and dental, life insurance, short term and long term disability as well as a pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.

**Please forward a cover letter and resume by Monday, July 15, 2019. We thank all who apply; however, only applicants selected for an interview will be contacted.**

Louis Riel Capital Corporation  
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Email to: [info@lrcc.mb.ca](mailto:info@lrcc.mb.ca)  
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