



LOUIS RIEL INSTITUTE
Knowledge • Culture • Heritage

LOUIS RIEL INSTITUTE

EXECUTIVE DIRECTOR

December 15, 2023

Posting #23-15-015 (REPOSTED)

The Manitoba Métis Federation (MMF) is the National Government of the Red River Métis - also known as the Manitoba Métis. The Red River Métis is Canada's Negotiating Partner in Confederation and the Founder of the Province of Manitoba.

The Louis Riel Institute (LRI) is a proud affiliate of the MMF that focuses on the education of the Red River Métis, and promotes values, culture, heritage, and history of the Métis in Manitoba.

The LRI seeks to fill **one full-time Executive Director** position located at 150 Henry Ave in **Winnipeg, MB**. The Executive Director is responsible and accountable for the management and administration of the LRI and its subsidiary affiliates.

Job Duties/Competencies:

- Direct and ensure proper coordination of all administrative activities;
- Create and present activity reports to the Minister of Provincial Education and the LRI Board of Directors;
- Research applicable law, legislation, and regulations as it relates to education;
- Evaluate activities of comparable organizations and interact with relevant professionals and stakeholders;
- Document new directions in education within the Provincial and National levels;
- Prepare the annual budgets and approve subsequent modifications and transfers;
- Review and approve accounts payable, payroll, and other financial warrants, requisitions, purchase orders, receipts, and records or reports;
- Develop and maintain contacts with officials, leaders and the business community concerning the LRI as directed by the strategic plan and the Minister of Provincial Education.

Skills and Qualifications:

- Bachelor's Degree in Business or Public Administration, Political Science, Social Sciences, or related field;
- Several years' experience implementing strategies for major projects, and developing cost analysis and projections;
- Three years' experience in the development and facilitation of programs within the community;
- Proven familiarity with relevant government legislation and policies;
- Strong organizational, interpersonal and time management skills;
- Experience working with boards and/or committees is preferred;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Red River Métis culture, MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number by Wednesday, January 3, 2024.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified Métis applicants, and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

MMF Human Resources Department
300-150 Henry Ave
Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.