



MANITOBA MÉTIS FEDERATION

MANAGER, BUSINESS ASSOCIATION

February 20, 2024

Posting #23-15-032

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

The MMF seeks to fill **one full-time Manager, Business Association** position within our **Red River Métis Business Development Corporation** located at 200 Main Street in **Winnipeg, MB**. The Manager, Business Association will be responsible to take a leading role in the establishment of the Red River Métis Business Association. Working with a selected Métis entrepreneur group, the Manager will collaborate with this group and recommend programs and/or services that will benefit Métis owned and controlled businesses, RRMBDC, and the MMF community.

Job Duties/Competencies:

- Advance the economic and community development interests of the MMF and Red River Métis entrepreneurs;
- Maintain positive business relationships with the Métis business community;
- Provide support to key economic development initiatives that are aligned to MMF priorities;
- Lead the development and delivery of the Business Association strategies and related action plans;
- Foster partnerships with external stakeholders, governments, municipalities, and the Red River Métis business community;
- Establish a multi-year budget to support the administration of the business association;
- Research and identify sources of funding and grants;
- Lead and assist in the development and implementation of association business and marketing plans;
- Provide monthly updates and develop KPIs to monitor effectiveness.

Skills and Qualifications:

- Bachelor's Degree in Commerce or combination of other Degree program and experience;
- Experience working in economic and community development and/or in a private sector context with experience in advancing collective or corporate interests.
- Minimum 5 years' business development experience;
- Minimum 3 years' experience in event planning, public speaking and group presentations;
- Experience in business/strategic planning, finance, project management and developing promotional material;
- Proficient in Microsoft Office: Word, Excel, PowerPoint, and Outlook;
- Strong organizational, interpersonal and time management skills;
- 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.

Please submit your resume and cover letter, referencing the job posting number by Tuesday, March 5, 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.