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**Job Opportunities****Competition # 0121-63**

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**Director of Economic Development  
One (1) Full time Permanent  
BATC Administration Building**

**THE POSITION:**

The Director of Economic Development will be responsible for the delivery and administration of business development programs, management and attraction of new business and maintaining relationships with partners and other organizations doing business with BATC. The areas of primary focus include design and implementation of strategic plans and subsequent updates; secures funding and grants to support economic development functions and develops and administers an annual work plan and budget. This position requires the full understanding and active participation in the mission, vision, and values of BATC. The Director of Economic Development will demonstrate behavior consistent with the core values and support our strategic plan.

**DUTIES AND RESPONSIBILITIES**

- Under the direction of the BATC Executive Director and BATC Board of Directors, this position is responsible for budgets, expenditure tracking, and hiring consultants for economic development.
- Facilitate the development, implementation and updating of the BATC long term Economic Development Plan.
- Responsible for preparing annual business and work plans focusing on BATC strategic priorities.
- Responsible for external outreach, communicating with stakeholders, evaluating results, liaising with governments, promoting the BATC Inc opportunities to attract new business.
- Establish business assessment criteria ensuring business development of the BATC Inc is in line with the vision, mission, and strategic goals.
- Provides conclusions and recommendations on projects and other assignments for final decision making by the BATC board.
- Will work with senior management to carry out the mandate of the program and reporting requirements set by the Executive Director and BATC Board of Directors.
- On behalf of BATC, administer the program budget and flow through dollars to the member nations through an application process
- Take lead role on BATC economic development activities as necessary.
- Engage with other tribal councils on economic development activities and opportunities as necessary.
- Must develop and maintain effective working relationships with senior management, staff, and member nations.
- Develop relationships with Businesses and Investors to secure partnerships or joint ventures.
- Assist with the negotiations concerning joint ventures and partnership and research. Analyze and identify the risks/benefits of these agreements.
- Provide assistance/advice on preparing a business plan including financing alternatives and market planning.
- Conduct financial analysis and net wealth generation from economic opportunities.
- Assist member nations who are pursuing independent economic development initiatives.
- Research private and public funding opportunities and consult with public or government representative concerning eligibility requirements for funding.
- Prepare proposals and secure funding or grant monies for projects that support Economic Development. Ensures all necessary reporting is submitted to ensure compliance for funding.
- Develop multi-year budgets that support the strategic goals of the BATC.
- Attend and obtain additional training when requested.
- Attend BATC Board meetings when requested. Participate in BATC meetings and events when requested.
- Other duties as may be assigned by the Executive Director or BATC board

**QUALIFICATIONS & SKILLS:**

- University Degree in Business Administration, economics, marketing, finance, or related discipline
- Minimum of 5 years combined experience in management, business, and economic development
- Proven experience in the management of a development corporation (preferably in a First Nation Environment)
- Proven ability to work with business partners and investors to develop joint venture opportunities.
- Proven ability to secure funding and grant monies to support projects that further develop economic opportunities for the member nations.
- Must be able to lead projects with minimum supervision.
- Must have excellent communication skills.
- Ability to speak/understand Cree language an asset.
- Valid driver's license and reliable transportation.
- **MUST SUBMIT A CPIC (CRIMINAL RECORDS CHECK)**

**Closing date: May 18, 2022, by 4:30pm – Please Quote Competition # 121-63**

**Please submit resume, cover letter, and copy of CPIC to:**

**Human Resources  
Battlefords Agency Tribal Chiefs  
1282 101<sup>st</sup> Street  
North Battleford, SK S9A 0Z8**

**(306)446-1400**

**Email: [humanresources@batc.ca](mailto:humanresources@batc.ca)**

**Battlefords Agency Tribal Chiefs thanks all applicants, but only those chosen for an interview will be contacted.**