



### **EXTERNAL JOB POSTING**

**Posting Period:** November 27, 2018 – Until Filled  
**Position:** Acting Director of Corporate Affairs  
**Location:** Six Nations Tourism Building  
**Start Date:** February 2018  
**Job Status:** Temporary, Contract (Up to 18 months - Maternity Leave)  
**Hours of Work:** 35 hours per week

#### **SUMMARY**

Reporting to the President/CEO the Acting Director of Corporate Affairs will work with the President/CEO to facilitate corporate structuring, corporate communication, community engagement process, establishing by-laws, monitoring Charter compliance, monitor financing and revenue payments, and legal requirements of projects and the Corporation (external and special). Acting Director of Corporate Affairs will work with the Board of Trustees of the Six Nations of the Grand River Economic Development Trust (Trust) to facilitate all aspects of the distribution of Trust funds and Recipient monitoring. The candidate must possess exceptional communication, organizational, and multi-tasking skills. The chosen candidate will work within the policies and procedures established by the Six Nations of the Grand River Development Corporation.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Act as the main point person for all Corporate Governance needs with the Board of Directors, Advisory Committee and Board of Trustees.
- Administer all project related items, compile and prepare community engagement on projects, meet with potential partners, coordinate agreements and financial closing documents, manage project expenses and Capacity Funding agreements, collaborate with project partners, and work with Auditors.
- Coordinate the incorporation of new entities into the structure of the Development Corporation, maintain files and compliance for each entity.
- Review and monitor projects (external and special) for alignment with the Development Corporation Vision and Values.
- Compile corporation records and ensure legal compliance. Work with corporate lawyers to ensure all documentation is correct and is filed with the appropriate agencies.
- Oversee key performance indicators and outcome specifications for the Development Corporation through liaison with the President/CEO and members of the Executive Leadership Team.
- Create an annual work plan, budget, and goals and objectives for department Staff.

- Preparation of quarterly progress updates for the Boards.
- Review and ensure that all material distributed for public purposes meets and/or exceeds the Development Corporation standards threshold.
- Work with Board of Trustees in developing policies and procedures on Trust distributions.
- Oversee Trust application and distribution processes and report any discrepancies or concerns to the Trust.
- Oversee the Community Plan facilitation.
- Assist the President/CEO in the coordination and execution of corporate matters.
- Ensure all corporation documentation is received and correct (corporation #, business number, directors, incorporation date, associated trust, GP, or LP).
- Manage the performance, mentoring, and provide guidance on tasks, projects, and work plans for all direct reports.
- Review the calendars and communication with the Board of Directors, Advisory Committee and Board of Trustees. Prepare Board meeting packages and other information packages - identifies, collects, collates and forwards materials (may include internal staff as well as other stakeholders).
- Prioritizes requests and adjusts calendar to accommodate requests.
- Handles sensitive and confidential information relating to the activities of the Corporation.
- Prepare presentations as well as compose and edit drafts of various correspondence (RFP, MOU, business opportunities, letters, invoices, reports, memos, etc.).
- Draft and present responses for the Board of Directors, Advisory Committee, Board of Trustees, politicians, media, partners, and public inquiries.
- May provide information/materials for website updates.
- Perform other administrative duties as required.

\*\*\*For a full description of the Essential Duties & Responsibilities and Education/Experience, please refer to attached Job Description for further details\*\*\*

### **SUBMISSION PROCESS:**

Please submit the following to the HR Department at the Six Nations Tourism Building in person/by mail at 2498 Chiefswood Road, Ohsweken, Ontario N0A 1M0 or by email at [HRdept@sndevcorp.ca](mailto:HRdept@sndevcorp.ca):

- Application for Employment Form (attached)
- Cover letter
- Resume

Or apply online at [www.sndevcorp.ca/careers](http://www.sndevcorp.ca/careers).

#### **Please Note:**

- Only those applicants who meet the qualifications will be contacted for an interview
- Police Record Check and copies of education will be required at the time of Offer of Employment

**Thank You**



## **ACTING DIRECTOR OF CORPORATE AFFAIRS**

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Act as the main point person for all Corporate Governance needs with the Board of Directors, Advisory Committee and Board of Trustees.
- Administer all project related items, compile and prepare community engagement on projects, meet with potential partners, coordinate agreements and financial closing documents, manage project expenses and Capacity Funding agreements, collaborate with project partners, and work with Auditors.
- Coordinate the incorporation of new entities into the structure of the Development Corporation, maintain files and compliance for each entity.
- Review and monitor projects (external and special) for alignment with the Development Corporation Vision and Values.
- Compile corporation records and ensure legal compliance. Work with corporate lawyers to ensure all documentation is correct and is filed with the appropriate agencies.
- Oversee key performance indicators and outcome specifications for the Development Corporation through liaison with the President/CEO and members of the Executive Leadership Team.
- Create an annual work plan, budget, and goals and objectives for department Staff.

- Preparation of quarterly progress updates for the Boards.
- Review and ensure that all material distributed for public purposes meets and/or exceeds the Development Corporation standards threshold.
- Work with Board of Trustees in developing policies and procedures on Trust distributions.
- Oversee Trust application and distribution processes and report any discrepancies or concerns to the Trust.
- Oversee the Community Plan facilitation.
- Assist the President/CEO in the coordination and execution of corporate matters.
- Ensure all corporation documentation is received and correct (corporation #, business number, directors, incorporation date, associated trust, GP, or LP).
- Manage the performance, mentoring, and provide guidance on tasks, projects, and work plans for all direct reports.
- Review the calendars and communication with the Board of Directors, Advisory Committee and Board of Trustees. Prepare Board meeting packages and other information packages - identifies, collects, collates and forwards materials (may include internal staff as well as other stakeholders).
- Prioritizes requests and adjusts calendar to accommodate requests.
- Handles sensitive and confidential information relating to the activities of the Corporation.
- Prepare presentations as well as compose and edit drafts of various correspondence (RFP, MOU, business opportunities, letters, invoices, reports, memos, etc.).
- Draft and present responses for the Board of Directors, Advisory Committee, Board of Trustees, politicians, media, partners, and public inquiries.
- May provide information/materials for website updates.
- Perform other administrative duties as required.

#### **CORPORATE SECRETARY KEY FUNCTIONS:**

- Coordinating and attending board and committee meetings and drafting minutes.
- Serving as a liaison for directors, officers and stakeholders.
- Directing the activities related to the annual meeting of shareholders.
- Maintaining key corporate documents and records.
- Ensuring compliance with laws, by-laws, charter and regulations.
- Planning and preparing for meetings.
- Offer advice with respect to corporate, legal, regulatory, conduct of meeting, and other matters both during and outside meetings.
- Help create and effect onboarding orientation for new directors and officers.
- Be responsible for ensuring information is delivered to officers and directors in a timely manner.
- Update and maintain the Corporate calendar.

#### **ADDITIONAL SKILLS AND ABILITIES**

- A strong work ethic with a focus on accuracy and attention to detail.

- The ability to perform well under pressure and to assess and prioritize workload.
- Excellent project and time management skills.
- Good verbal and written communication skills.
- Proactive with the ability to problem solve and anticipate needs.
- Demonstrated professionalism and an understanding of the importance of confidentiality.
- Ability to embrace and champion change.
- Reliable and able to work independently.
- Ability to handle the public with tact, discretion, and with a pleasing personality.
- Must pass a police record check.
- Must be able to travel and have flexible work schedule.

## **EDUCATION / EXPERIENCE**

### Minimum Requirements:

- A Post-Secondary Degree in Business Administration, Indigenous Studies or a highly relevant field of business related study along with two (2) year of direct work related experience;
- OR
- A Post-Secondary Diploma in Business Administration, or a highly relevant field, and five (5) years of work related experience in corporate governance.
- Understanding of the history and dynamics of the Six Nations of the Grand River community.
- Board relations experience and supervising staff.
- Proficient in Excel, Access, Word, and Business Objects Knowledge of Microsoft Office and iCloud applications or willing to learn.

## **IMPACT OF ERROR**

Error in judgement may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to the Six Nations of the Grand River Development Corporation.

## **CULTURE**

The purpose of the Six Nations of the Grand River Development Corporation is to enhance Six Nations to derive economic benefits, create employment for community members and generate income to support community priorities.

Six Nations of the Grand River Development Corporation will pursue economic self-sufficiency without sacrificing the cultural values and integrity of the Six Nations People.

## **EXTERNAL/INTERNAL RELATIONSHIP**

Board of Directors, Board of Trustees, Advisory Committee, President/CEO, Community Members, Contractors, Government Agencies, Council Members, Human Resources, Development Corporation Staff, Tourism Partners, Legal Counsel, Maintenance Contractors, Business Partners, and Vendors.

**WORK ENVIRONMENT**

- This position requires normal physical effort.
- This position requires normal visual/sensory effort.
- This position typically operates in a generally agreeable work environment.
- This position has regular deadline pressure from various sources.

**DIMENSIONS (FINANCIAL/STAFF)**

Supervise Board Secretary, Corporate Affairs Administrator, and Manager of Communications and Stakeholder Relations, Community Plan & Engagement Facilitator and the Community Plan Coordinator.

RFP for projects over \$50 million.

Development of by-laws, compliance of Charters, establishing new accounts, and monitor project expenditures and revenue.

Oversee Trust application and disbursement process and report deficiencies.

**REPORTS TO**

President/CEO

Indirectly reports to Board of Directors

Indirectly reports to Board of Trustees



## APPLICATION FOR EMPLOYMENT

|                            |             |                                |
|----------------------------|-------------|--------------------------------|
| <b>Position</b>            |             |                                |
| Job Title:                 |             |                                |
| Posting End Date:          |             |                                |
| <b>General Information</b> |             |                                |
| Last Name:                 | First Name: | Middle Name:                   |
| Address:                   |             | Apartment/Unit Number/ R. R. # |
| City/Town:                 | Province:   | Postal Code:                   |
| Home Telephone Number:     |             | Cell Number:                   |
| Email Address:             |             |                                |
| <b>Three References</b>    |             |                                |
| Last Name:                 | First Name: | Job Title:                     |
| Phone Number               |             |                                |
| Last Name:                 | First Name: | Job Title:                     |
| Phone Number               |             |                                |
| Last Name:                 | First Name: | Job Title:                     |
| Phone Number               |             |                                |

**Availability**

Are you legally able to work in Canada? Yes \_\_\_\_ No \_\_\_\_ Date Available to Start Work: \_\_\_\_\_

Have you ever been convicted of a criminal offence for which you have not received a pardon? Yes No

**Applicant Information Release**

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold the Six Nations of the Grand River Development Corporation, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information relevant to the employment process.

Applicant's Signature:

Date:

**Please Note:**

- \* Attach cover letter and resume
- \* Police Record Check and copies of education will be required at time of offer of employment