WAGE: $72,000-$108,000 per annum

POSITION TYPE: Full-Time Permanent - 35 hours per week

SECURITY CLEARANCE: Police Record Check Required upon Offer

DESIRED EDUCATION: Post Secondary

DESIRED EXPERIENCE: 5+ Years

**Corporate Affairs Manager**

### **SUMMARY**

Reporting to the Executive Director of Corporate Administration, the Corporate Affairs Manager will work with the Executive Director to facilitate all governance needs, corporate structuring, corporate compliance to charters and by-laws, public relations, and will assist in the monitoring of economic interest entities. The candidate must possess exceptional relationship building, 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.

This position will mainly focus on stakeholder relationships, including governing bodies, community agencies, media, and the community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Oversee the administration of the Board of Directors activities, acting as the main point of contact.
* Oversees and facilitates the funding of the Economic Development Trust including the application release, funding agreement preparation, and project monitoring.
* Serves as the main contact for the Economic Development Trust applicants and recipients including answering questions on application process, providing feedback to applicants, and monitoring use of funds in accordance with terms of funding agreements.
* Oversees the execution of Public Relations related activities. Building and maintaining positive relationships with the media, industry influencers, and the general public.
* Ensure the organization complies with all corporate charters, by-laws and all relevant laws and regulations.
* Leads and manages the performance and development of the Corporate Affairs Team.
* Serve as the board secretary at meetings preparing agenda package, recoding minutes as well as providing other logistical support for committees and working groups.
* Building and maintaining strong relationships with Board members, employees, community groups, and other stakeholders.
* Communicate with SNGRDC’s Shareholder & other community agencies.
* Perform other administrative duties as required.

## **ADDITIONAL SKILLS AND ABILITIES**

* Excellent communication skills, both verbal and written, with the ability to provide information clearly in a concise manner to diverse stakeholders.
* Proven ability to identify issues, research and generate possible solutions, and implement the best course of action.
* Solid understanding of risk management principles and techniques and how risk may impact the organization.
* Develop, build and strengthen positive relationships with internal and external stakeholders to achieve shared objectives.

**EDUCATION / EXPERIENCE**

Minimum Requirements:

* A Post-Secondary Diploma in Business Administration, Indigenous Studies, or a highly relevant field of business-related study along with three (3) years of direct work-related experience.

OR

* Project Management Certification and five (5) years of work-related experience in a corporate and First Nations Community.
* Understanding of the history and dynamics of the Six Nations of the Grand River community.
* Proficient in Excel, Access, Word, and Business Objects Knowledge of Microsoft Office and iCloud applications or willing to learn.
* Must pass a police record check.
* Must be able to travel and have flexible work schedule.

**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 Committees, Community Members, Contractors, Government Agencies, Council Members, SNGRDC Partners, Maintenance Contractors, 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.
* Mental Stress: There is regular deadline pressure from various sources.

**DIMENSIONS (FINANCIAL/STAFF)**

* Budgets up to $1,000,000
* Monitor project expenditures and revenue.
* Oversees Community & Public Relations Officer and Community Liaison Coordinator

**REPORTS TO**

Executive Director of Corporate Administration

**ACCOMMODATIONS**

At Six Nations of the Grand River, we are committed to diversity and inclusion as we continue and expand our efforts to become a more inclusive, safe, and respectful workplace. Human Resources will accommodate any needs under the Ontario *Human Rights Code* (OHRC) and the *Accessibility for Ontarians with Disabilities Act* (AODA). Recruitment processes will be modified to remove barriers to accommodate those with disabilities, as may be requested and/or required by law.  If you require accommodation during any phase of the recruitment and selection process, please reach out to Human Resources at [hrdept@sndevcorp.ca](mailto:hrdept@sndevcorp.ca).

**NOTE: If you are unable to apply through the website, resumes can be dropped off at the Administration building between 9:00am and 4:00pm Monday-Friday.**

**BENEFITS TO WORKING AT SNGRDC**

* Extended Health and Dental Benefits
* Pension
* Incentive Programs
* Performance based merit increases
* Team Member Recognition Program
* Comprehensive paid time off – vacation, sick, personal time, and paid holidays
* Education Reimbursement
* Company Mentorship Program
* Employee and Family Assistance Plan
* Training Opportunities
* Corporate Events