



Employment Opportunity Chief Executive Officer

The Métis Dene Development Fund (MDDF) is a 100% Indigenous owned corporation operating since 1991. Our shares are jointly held by Denendeh Development Corporation and NWT Métis Development Corporation. We serve small- to medium-sized Indigenous and non-Indigenous businesses in the NWT by providing access to capital and assistance through various other programs and services geared toward SMEs in a variety of key Northern industry sectors, such as construction, oil and gas, and tourism.

Key Areas of Responsibility

- Manage MDDF's loan portfolio overseeing business development, marketing, delivery, and administration.
- Provide credit analysis and support to MDDF's Business and Economic Development Advisors in assessing and supporting entrepreneurs.
- Develop and foster positive and effective relationships with government, indigenous organizations, stakeholder, and funders.
- Represent the best interests of MDDF at regional, territorial and national levels, as well as other public forums.
- Provide communications and support to the Board of Directors.

Essential Candidate Requirements

- A Business Degree or a combination of related education and experience in commerce, business management or developmental lending.
- Demonstrated experience in strategic planning, marketing, and financial management and analysis.
- Broad business experience specifically with SMEs.
- Proven administrative experience and abilities working at a strategic level while balancing the demands of day-to-day operations.
- Proven ability to manage human and financial resources.
- Demonstrated ability to lead and develop a small team.
- Knowledge of and experience applying best practise risk management and collection functions.
- Familiarity and functionality with community economic development concepts and practices.
- Experience working with Indigenous organizations and communities.
- Broad network of contacts in business and governments.
- Strong written and oral communication abilities.
- Exceptional interpersonal skills and an ethical mindset.
- Ability to hold all relevant security clearances.



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Other Assets, Knowledge, Experience and Abilities

- Awareness of business development programs, services and support available in the NWT and specifically to Dene Métis entrepreneurs.
- Familiarity with the economy and demographics of the Northwest Territories.
- Knowledge of the National Aboriginal Capital Corporation Association.
- Experience dealing with Indigenous organizations and working in Indigenous communities
- Broad network of contacts in business and government

Applicants may send their resume and cover letters to the attention of the Chairman of the board c/o Interim Chief Executive Officer Chuck Jeffrey via email: chuck.jeffery@mddf.ca. We thank all applicants for their interest, but only short-listed applicants will be contacted. If you have questions about the process or the position, please submit a written request to the email address noted herein.