



## Director of Operations and Corporate Affairs

### Position Overview

MCBC is seeking an experienced Director of Operations and Corporate Affairs with a demonstrated understanding and passion for Indigenous economic development. As a member of the senior leadership team reporting directly to the CEO, the position exists to support the execution of MCBC's corporate strategy and ensure the organization's goals are met. In addition to these operations responsibilities, the Director oversees and manages the strategies and activities relating to shareholder, government and corporate relations, as well as external and internal communications.

Being a business partner and influential advisor to the CEO, the management team, and Board of Directors, the Director of Operations and Corporate Affairs role is a key contributor to the development of long-term strategies and plans designed to foster new levels of productivity and leading-edge success for MCBC. The ideal candidate will have senior management experience in a dynamic setting.

### Roles and Responsibilities

- Works with the CEO to set and drive the organizational vision and mission, and corporate strategy
- Oversees the organization's operations, project timelines, and program developments, and manages all human resources and employee management issues
- Accountable for all Corporate Secretary responsibilities, including ensuring oversight and proper records distribution and management of all materials required for board, committee, and partnership meetings
- Responsible for all shareholder and government relations, including ensuring that MCBC is aware of all business opportunities that arise through these relationships
- Brings sophisticated leadership and direction to MCBC's communications and public relations objectives, including development and oversight of website and social media presence
- Ensures that MCBC's registrations, certifications, licenses and renewals are in good standing with relevant business, industry, government and indigenous agencies, associations and organizations
- Forges and maintains trust relations with key partners, stakeholders and funding and project partners
- Works with CEO and Manager of Finance and Administration in development and monitoring of financial and budgetary plans
- Analyzes operational processes and performance, recommending solutions for improvements where needed
- Supports the CEO and leadership team with governance and policy
- Provides direction and guidance to team members, consultants, and contractors, to ensure Indigenous perspectives, knowledge, and approaches are continuously honoured in joint venture partnerships



- Participates in the development of MCBC annual operations and work plans to optimize work processes and ensure alignment with short-term and long-term objectives and the strategic plan

## Key Qualifications, Education, Knowledge, and Experience

- A post-secondary degree and/or diploma in a business management or related discipline, or combination of education and relevant work is required
- A minimum of five (5) years working in senior management with progressive levels of responsibilities is required
- Exceptional organizational, management and interpersonal skills with a sense of urgency and ability to prioritize multiple tasks seamlessly in a rapidly changing environment with excellent attention to detail
- Extensive knowledge and experience working with a progressive Indigenous business corporation, preferably within an urban and industrial environment like Ontario's Greater Golden Horseshoe
- Superior knowledge of multiple operational functions and principles, including project management, employee management, finance, and stakeholder/community engagement
- Proven ability to plan and manage operational processes for maximum efficiency and productivity
- Experience working in a rapidly changing environment where accurate judgement, responses, exceptional managerial and leadership are essential
- Adaptable and flexible to re-prioritization of various competing demands with proficiency at managing high work volumes in a fast-paced environment
- Exceptional oral and written communication abilities and strong proficiency in financial management and analysis
- Proficiency in Microsoft Office Suite (Outlook, Word, PowerPoint, Excel, Teams)
- Ability to handle high degree of confidential and sensitive information with tact and discretion; experience working with a Board of Directors would be a strong asset
- Must have an understanding, awareness and appreciation of Indigenous culture and history, and preferably of the Mississaugas of the Credit First Nation

## About MCBC

Of all the business development corporations with First Nations as their shareholders in Canada, MCBC might hold among the greatest opportunities. The treaty lands and territory of its sole shareholder, the Mississaugas of the Credit First Nation (MCFN), include almost all of Ontario's Greater Golden Horseshoe, which contains approximately two-thirds of Ontario's GDP and one-fifth of Canada's GDP. With approximately 8 million people, this is also the largest population concentration in Canada.

Founded in 2018, MCBC exists to build long-term wealth generation and develop short-term income opportunities for MCFN and its membership. In its pursuit of these goals, MCBC always seeks to maintain a respected and reputable profile, as well as represent the history, culture, and values of MCFN with honour, in the business community.

MCBC, as a corporation, is governed by a board of directors with all five voting directors independent of the shareholder. In addition, the board includes three non-voting directors, one each representing council, elder and youth constituencies. The corporation, through the board, is responsible to its shareholder through its annual general meeting.



Given that the Greater Golden Horseshoe will continue to have sustained growth, MCFN's treaty lands and territory offers significant business opportunities for MCBC.

## Location

This position is located on the Mississauga of New Credit First Nation near Hagersville, Ontario. Hybrid or remote work may be considered at the discretion of the CEO. Occasional travel may be required.

## Apply

If you are interested in bringing your experience and passion for this role, please email your covering letter and resume in complete confidence by **Friday October 14, 2023**, to: [humanresources@mncbc.ca](mailto:humanresources@mncbc.ca).

For any questions you may have on this opportunity, please write to [info@mncbc.ca](mailto:info@mncbc.ca) to be referred to the appropriate respondent.

You can also learn more about MCBC and MCBLP at: <https://mncbc.ca/>

