



## Dzawada'enuxw Development GP Ltd.

### General Manager Posting

The Dzawada'enuxw Development GP Ltd. ("DD GP Ltd.") is the General Partner of a limited partnership with the Dzawada'enuxw First Nation ([www.kingcome.ca](http://www.kingcome.ca)). The mandate of the DD GP Ltd. is to promote business development, retention, and job growth by creating businesses, jobs and revenues for the benefit of Dzawada'enuxw members, including those of Musgamagw Dzawada'enuxw descent. The DD GP Ltd. is just getting started and does not have any businesses to oversee yet but the intent is to explore various investment opportunities and is looking to secure a self-motivated, innovative, dynamic General Manager.

**Objective of Position:** The DD GP Ltd. is looking to fill the position of a part-time General Manager and will require someone that can create and mold the organizational structure to fit the needs of the new organization while pursuing possible economic opportunities. Note that this position will be the only employee of the organization to start so will require someone with great organizational skills.

#### Job Duties:

- Oversee the day to day operations; ensuring that they are effectively and efficiently coordinated and implemented within the policy and procedure framework approved by the Board;
- Maintain and oversee financial activities (This does not include actual bookkeeping);
- Prepare board packages, coordinate meetings including minutes;
- Research ideas for creating own source revenues and for business development for Board review;
- Research and recommend policies and policy options to the Board;
- Office Management including filing and reporting to funders and shareholders;
- Community updates and regular engagement; and
- Other duties as required.

#### Qualifications:

- Post-secondary degree in relevant field is preferred but not necessary;
- Experience in business and commercial enterprise projects;
- Excellent communication and presentation skills;
- Proposal writing and funding application experience; and
- Financial management experience including budgeting and reporting.

#### Other:

- Part-time @ 21 hours per week;
- Salary commensurate with experience; and
- Due to COVID-19 restrictions present day video conferencing abilities, position may performed remotely.

Those interested in applying can apply by submitting a cover letter and resume to:

[ecdev@kingcome.ca](mailto:ecdev@kingcome.ca) & [council.julia.m.smith@kingcome.ca](mailto:council.julia.m.smith@kingcome.ca)