



# NISHNAWBE ASKI DEVELOPMENT FUND

## External Job Posting

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### Account Manager Thunder Bay

**Nishnawbe Aski Development Fund (NADF)** has an exciting opportunity in our Thunder Bay office for an **Account Manager**. The Account Manager is responsible for promoting NADF services and delivering NADF loans program services to assigned clients.

#### DUTIES AND RESPONSIBILITIES

1. Liaises with clients and potential clients.
  - a. Provides information on NADF services and processes.
  - b. Provides general guidance to the client for what is required in a business plan.
2. Reviews and analyzes Statements of Intent and business proposals and monitors funded projects.
  - a. Reviews Statements of Intent as assigned by the Loans Manager and provides written response to the client according to approved timelines.
  - b. Reviews, analyzes and summarizes business proposals as assigned providing a clear indication of the pros and cons, and providing a recommendation on approval of the project.

#### QUALIFICATIONS

1. A post-secondary diploma in Business or Accounting, degree or designation or significant business experience, a minimum of three (3) years' experience.
2. Strong financial analysis and business assessment skills.
3. Strong written and verbal communication skills including demonstrated ability to write reports and proposals.
4. Strong public relations skills.
5. Knowledge of and commitment to the services provided by NADF.
6. Knowledge of the people, culture, and history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of the First Nations in NAN.
7. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.

Salary range is \$38,156 - \$48,299 commensurate with qualifications and experience. To review a complete job description, please visit our website at [www.nadf.org](http://www.nadf.org).

Qualified applicants may forward their cover letter and resume with 3 references by **February 12, 2015, by 4:30 p.m. (EDT)**:

Nishnawbe Aski Development Fund  
Attn: Millie Carpenter, HR Manager, [mcarpenter@nadf.org](mailto:mcarpenter@nadf.org)  
107-100 Anemki Drive  
Fort William First Nation, ON P7J 1J4  
Fax: (807) 622-8271

While all responses will be appreciated and handled in strictest confidence, only those applicants being considered for an interview will be contacted. Members of Nishnawbe Aski Nation are encouraged to apply.