

Please circulate

**Director of Programs and Services
National Aboriginal Capital Corporations Association (NACCA)**

Posting Date: September 9, 2014
Closing Date: September 26, 2014

NACCA is seeking a qualified, highly motivated individual to fill the role of Director of Programs and Services.

Overview

NACCA is an association of more than 55 Aboriginal Financial Institutions (AFIs) that provide financial and business support services to Aboriginal entrepreneurs across Canada. AFIs provide over \$100 million annually to more than 3,200 Aboriginal clients and manage a consolidated loan portfolio of more than \$240 million.

NACCA also supports its membership by developing best practices, new financial products, and advocating with all levels of public and governments on behalf of its AFI members.

The Position

Reporting to the Chief Executive Officer, the Director of Programs and Services is a management position with primary responsibility to lead the delivery of the Access to Capital (ATC) and Aboriginal Developmental Lending Assistance (ADLA) programs to the AFI's.

Key Responsibilities

Lead the Programs and Services team in the delivery of the programs by:

- Overseeing and administering the ATC and ADLA programs
- Monitoring the programs to ensure program objectives are attained and in compliance with the program policies and funding agreements
- Developing and implementing goals and objectives to achieve success of the programs and services, and strategic initiatives
- Ensuring project files have required documentation and statistical data and are carried out in accordance with approved project purposes
- Ensuring contractual reporting requirements concerning the programs and services are prepared adequately and in a timely manner
- Contributing to AANDC-NACCA program renovation and preparing for the implementation of new programs
- Establishing regular staff team meetings to implement a framework for program development and enhancement, and documentation of program activity, process and procedures
- Working closely with staff to ensure that everyone understands and are able to perform their tasks

- Evaluating staff performance on an annual basis with the Director of Finance and Administration
- Participating in working group discussions
- Presenting quarterly reports, special cases and budget targeting estimates to the AEP committee and Board of Directors

Qualifications & Requirements

- University degree in economics, business or public administration or other related field
- 5 or more years of progressively related experience in financial management
- Excellent organizational, interpersonal and time management skills
- Knowledge and or experience in accounting would be an asset
- Knowledge of business and business analytical skill
- Proficient use of computers, network systems and other innovative technology and techniques.
- Excellent knowledge of Microsoft Office Products, advanced Excel and database management.
- Ability to work with minimal supervision and manage workload in a timely and efficient manner.
- Ability to prepare written communication and present oral presentations to a variety of audiences.
- Ability to mentor and advise employees; assign and evaluate work assignments; and conduct annual performance reviews
- Excellent cross-cultural skills.

Aboriginal Ancestry is an asset but not a prerequisite.

Salary & Benefits

An attractive compensation package with excellent benefits including a defined benefits pension plan is offered for this position.

Probationary Period

The successful applicant will be required to complete a Probationary period. All employees who have not completed their probationary period may voluntarily leave or may be asked to leave their position without penalty to either the employee or the employer.

How to Apply

Applications, including resume and cover letter, must be received by **September 26, 2014** at 12:00 EST.

Please note that only candidates being considered for the position will be contacted.

We thank you in advance for your participation. No telephone enquiries. Applications will be accepted by email only to office@nacca.net