



Economic Development Officer

(Beaverhouse Band Members and Indigenous Persons will be given priority)

Beaverhouse First Nation is seeking an experienced and highly motivated Economic Development Officer to lead and advance the First Nation's economic development priorities.

This is a senior professional role suited to an individual with demonstrated experience in Indigenous economic development, business development, investment, major projects, government relations, or a related field.

Key Responsibilities:

- Identify, assess, and advance new business, investment, partnership, and revenue-generating opportunities.
- Provide strategic advice to the Band Manager and Chief and Council regarding economic development initiatives.
- Research and prepare business cases, feasibility assessments, funding proposals, briefing materials, and recommendations.
- Identify and pursue federal, provincial, industry, and other funding opportunities.
- Build and maintain productive relationships with industry, government, financial institutions, Indigenous organizations, businesses, and potential investors.
- Represent BHFN at meetings, conferences, negotiations, and economic development initiatives as required.
- Review proposed partnerships, joint ventures, procurement opportunities, and other business arrangements.
- Support BHFN in developing opportunities associated with mining, natural resources, infrastructure, construction, procurement, tourism, land-based initiatives, and other sectors relevant to the First Nation.
- Identify opportunities for BHFN businesses and members to participate in contracting, procurement, employment, training, and entrepreneurship.
- Assist with the development of BHFN-owned businesses and economic development entities.
- Monitor economic development projects, agreements, budgets, timelines, deliverables, and performance.
- Coordinate with legal, financial, technical, and other professional advisors when required.
- Prepare regular reports and presentations for the Band Manager and Chief and Council.
- Ensure economic development initiatives reflect BHFN's priorities, values, rights, and long-term interests.
- Perform other related duties as assigned.

Qualifications:

- Minimum of 7-10 years of professional experience, including experience leading economic development, business development, investment, major projects, or strategic initiatives.
- Strong record of successfully advancing economic or business development initiatives.
- University degree or college diploma in Business Administration, Economic Development, Commerce, Finance, Indigenous Studies, Public Administration, or a related discipline.
- Experience in economic development, business development, Indigenous relations, major projects, or a related field.
- Demonstrated experience developing partnerships and working with senior representatives from government, industry, and other organizations.
- Experience preparing and evaluating business plans, proposals, budgets, funding applications, and feasibility studies.
- Strong understanding of business development, investment principles, financial analysis, and project planning.
- Experience with negotiations, partnerships, joint ventures, procurement, or major project development is considered a strong asset.
- Knowledge of the mining and natural resource sectors in Northern Ontario is considered a strong asset.
- Knowledge of Indigenous economic development, First Nation governance, Aboriginal and Treaty rights, consultation, and the Crown's duty to consult is considered a strong asset.
- Strong written communication, presentation, negotiation, and relationship-building skills.
- Ability to analyze complex information and provide clear, practical recommendations to Band Manager and Chief and Council.
- Demonstrated discretion when handling confidential, financial, business, and negotiation-related information.
- Ability to work independently, manage competing priorities, and move projects from concept through implementation.
- Strong computer skills, including Microsoft Office.
- Valid Ontario Driver's Licence and ability to travel as required.

What We Offer:

- Comprehensive Health Benefits- 100% Employer Paid
- Paid- Time Off

Salary: \$95,000 - \$115,000 annually

How to Apply: Please submit Cover Letter and Resume to the attention of the Hiring Committee to hr@beaverhousefn.com or can be dropped off at 26 Station Rd N, Kirkland Lake, ON.

Closing Date: Until Filled

Upon acceptance of the position, a Vulnerable Sector Check will be required. We thank everyone for their applications, only those selected for an interview will be contacted.