



**Account Manager
Thunder Bay**

Nishnawbe Aski Development Fund (NADF) has an exciting opportunity for our **Thunder Bay office**. The Account Manager will encourage and facilitate business proposals to NADF, prepare recommendations on financial assistance to be offered by NADF's programs; and perform regular monitoring to ensure continued compliance with affected programs.

DUTIES AND RESPONSIBILITIES:

1. Deliver NADF's business loans/grants:
 - a) Evaluating the management capability, market potential, financing arrangements, security, credit history of applicant and other factors to determine business viability. Calculating and explaining profitability, coverage and liquidity ratios.
2. Facilitate new business proposals to NADF by:
 - a) Performing outreach promoting all of NADF's offerings, all complementary programs and services of NADF.
 - b) Performing business counselling, assessing potential applications, and responding promptly to requests for information. Explaining eligibility of projects, criteria for approval, and the submission process.
3. Monitors the performance of the applicant during the control/repayment period to ensure continued compliance with the program requirements by:
 - a) Maintaining and reporting case load regularly. Assisting in the preparation of statistical information for program reporting requirements.

QUALIFICATIONS:

1. A post-secondary diploma or degree in Business and/or Accounting with a minimum of 2-3 years working in the field of Finance or an Aboriginal Financial Institution (AFI) or other similar financial institution. CAFM designation would be considered an asset.
2. Excellent written and verbal communication skills including demonstrated ability to write reports and proposals; and presentations.
3. Strong financial analysis and business assessment skills.
4. Strong public relations skills.
5. 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.
6. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.

Salary range is \$38,923 - \$49,270 commensurate with qualifications and experience. **To review a complete job description**, please visit our website at www.nadf.org. Qualified applicants may forward their cover letter and resume with 3 work related references by **July 11, 2018 by 4:30 p.m. (EST)**:

Nishnawbe Aski Development Fund
Attn: Millie Carpenter, HR Manager, mcarpenter@nadf.org
107-100 Anemki Drive
Fort William First Nation, ON P7J 1J4