



APEETOGOSAN

www.apeetogosan.com

OPPORTUNITY PROFILE

General Manager

ABOUT APEETOGOSAN (MÉTIS) DEVELOPMENT INC.

Apeetogosan (Métis) Development Inc. (AMDI) is committed to providing profitable and sustainable financial services and support to clients who seek the means to attain economic self-sufficiency. The organization was created in 1984 under a Federal Government Contribution Agreement with Native Economic Development Program, an initiative promoted by industry, science, and technology. The total committed funds for the creation of AMDI was \$8.8 million.

In 1988, AMDI began operations by providing commercial financial services and business management advisory services to Métis entrepreneurs throughout Alberta. Under the original Federal Government Contribution Agreement, \$800,000 was expensed on the initial start-up costs while the capital pool of \$8 million was disbursed in stages.

AMDI has lent out over \$60 million since 1988 and helped in the creation of over 1,000 Métis-owned businesses throughout Alberta while maintaining a capital base of \$10 million. The purpose of AMDI is to help our Métis entrepreneurs get started in business, and through our counseling and the determination of our clients they will eventually no longer require our services.

For more information visit www.apeetogosan.com

THE OPPORTUNITY

Reporting to the Board of Directors, the General Manager (GM) is responsible for ensuring the timely delivery of the Corporation's products and services to the Metis communities of Alberta. The GM will prioritize profitable growth, safety, integrity, and continuance of the Corporation while cultivating a performance-driven culture focused on loan growth and improving client and employee relations.

KEY ROLES & RESPONSIBILITIES

Planning

- Develop short and long-term plans/strategies to ensure corporate goals and objectives are achieved and to maximize opportunities available to the Corporation.
- Develop and ensure compliance with Bylaws, Policies and Procedures consistent with Corporate Objectives to ensure and enhance operational clarity, consistency, and integrity.

Operations

- Direct and manage all aspects of the Commercial Loans, Equity and ABDP Divisions of the Corporation and other divisions as may be established.
- Develop all capital/operating budgets.
- Cultivate a performance-oriented sales and service culture within the corporation.
- Maintain a strong employee relationship by treating each employee fairly and consistently and maintaining excellent communication.
- Motivate the team and individuals through reward, recognition, and incentive programs.
- Ensure day-to-day operations are in compliance with principles as generally accepted in the accounting profession and that sufficient internal/external controls exist to safeguard the assets of the Corporation.

- Must be knowledgeable in every and all areas relative to Bylaws, Policies & Procedures and Operating Agreements.
- Ensure Board Members are kept apprised of all developments within the corporation as appropriate/required in the circumstances.
- Monitor compliance with budgets, directives, initiatives and the like.
- Continually seek out new and worthwhile services and opportunities that are of benefit to the Corporation and the shareholders.
- Ensure the Commercial Lending Reporting/Process is of a high standard to ensure the safety, quality and integrity of the loans portfolios.
- Identify, train, and retain qualified capable employees (preferably Metis) who are committed to the Corporation, its objectives and its shareholders.
- Ensure employees are aware of their duties as detailed in their respective position descriptions.
- Ensure position descriptions, salary ranges and performance appraisals are current and representative of the position.
- Develop policies at the corporate level that define the limits of action and provide guidelines for the planning and operational activities of the Corporation. Demonstrate proactive and progressive strategic planning by monitoring goal achievements and identifying needed adjustments to the plan.
- Subsequent to review of all supporting documentation approves/recommends all loans and loan disbursements as appropriate.
- Communicate to staff all pertinent information emanating from the Board of Directors and MNAA.
- Sit on various external Committees.
- Ensure all operational matters are timely and representative of the Corporation's high standards.

Organizing

- Develop and maintain an organization and supporting system(s) that will ensure timely attention to goals, compliance with policy and procedures/directives and identify at an early stage any material deviation(s) so as to ensure the safety, integrity and quality of corporate assets, reports and information.
- Develop a plan for the Corporation showing both structure and Human Resource needs that are compatible with the plans for growth and development. Develop position descriptions for each area of responsibility.
- Develop and maintain a management development program that will enable the company to meet its projected manpower needs.

Controlling

- Monitor the overall progress/compliance of the organization consistent with good business practices, corporate objectives, funding agreements, and Board directives.

KEY PRIORITIES

- Develop and influence a Strategic Plan.
- Ensure the organization's operations and stakeholder relationships are in alignment with the strategy.
- Continue to strengthen the team and culture of the organization.

THE PERSON

QUALIFICATIONS & EDUCATION REQUIREMENTS

- Graduate of a recognized University with a Bachelor of Commerce degree supplemented by a Masters in Business Administration or a recognized Accounting designation, ie. C.A., C.M.A., and C.G.A., is preferable.
- Minimum of ten years of directly related commercial banking experience with equivalent supervisory portfolio maintenance/administration is supplemented by diverse exposure to varied industry segments/sectors and private sector business exposure. Minimum two years of directly related experience with the Aboriginal community preferably in Alberta.
- Is knowledgeable on current affairs and the history of Metis communities in Alberta and willing to become involved and visible within the community whenever possible.

KNOWLEDGE, SKILLS & ATTRIBUTES

Humility: A humble leader who treats others with respect regardless of their position, role or title. A hard worker with a strong willingness to pitch in to support the team. Effective at building positive relationships with staff and partnerships with stakeholders at all levels. Assertive, if required, without being aggressive. Values empowerment over micromanagement. Tactful and diplomatic.

Visionary Leadership: Focused, strong organizational and time management skills to effectively manage multiple priorities and projects. Energetic and adaptable to new and changing situations. Sees and acts on immediate issues without losing sight of the long-term goals and objectives. An innovative and strategic thinker and planner, who can translate goals into an action plan. A coach and team builder—identifies and mentors future leaders. Models and fosters a proactive and results-oriented operating style with a strong client-service focus.

Financial Management: Proven ability to work in a fiscal environment of growth with a significant number of financial transactions. Timely and efficient in all budgeting, financing, and information reporting.

Operational Management: Clear focus on strategic planning and the ensuing design, implementation, and improvement of operational processes and procedures. Drives the monitoring of systems and procedures internally and shares knowledge with others. Ability to respect political needs and direction, while maintaining independent decision-making with sound judgment.

Politically Astute: Able to build on existing relationships and manage change with an awareness of stakeholder motivations and interests.

Cultural Sensitivity: Able to work in a culturally diverse environment in a respectful manner and willing to attend cultural training sessions.

Proactive and Results-Oriented: Able to focus initiatives and activities toward the objectives of the Corporation and execute with minimal deviations from time and cost. Establish processes to measure levels of success, growth, and revisions. Able to explain problems and come up with solutions.

Organization and Planning: Able to identify, evaluate, and develop actions needed to reach goals. Ability to recognize emerging issues through environmental scanning and objective rationale. Create, collaborate, and execute business and corporate initiatives on time and on budget. Strong problem-solving and analytical skills with a commitment to teamwork and collaboration.

Communication Skills: Possess excellent communication skills (verbal and written) and express thoughts in an organized and concise manner. Actively listens to the issues of others in a manner that fosters cooperation and support. Develops and delivers effective presentations. Has the ability to present information and ideas to diverse groups ranging from staff to the executive.

Professional Team Player: Honest and open to working with others and can build, develop and maintain relationships. Diplomatic and tactful. Demonstrates sound judgement and common sense.

COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

TO APPLY

For more details or to further explore this important strategic leadership opportunity, please contact:

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To apply, please submit a Cover Letter and Resume directly to edmonton@leadersinternational.com outlining your interest, qualifications, and experience.