



EMPLOYMENT OPPORTUNITY

Position Title:	Economic Development Director
Classification:	Full-time permanent (upon successful completion of probation)
Salary Range:	\$102,000 - \$ 110,000 (commensurate with qualifications and experience)
Start Date:	June 2026
Location:	Magnetawan First Nation, 10 Highway 529, Britt, ON P0G 1A0
Hours of Work:	Monday to Wednesday 8:00 AM – 530 PM, Thursday 8:00 AM- 430PM (or as projects and deadlines dictate)

Magnetawan First Nation is seeking a motivated and strategic Economic Development Officer (EDO) to support the Nation in identifying, planning, and advancing economic development opportunities. The EDO will research initiatives, build partnerships, support local business development, and assist in implementing long-term community economic strategies.

The successful candidate will work closely with leadership, administration, community members, industry partners, and government agencies to support the growth and sustainability of MFN's economic interests.

QUALIFICATIONS

- Diploma or degree in Business, Economic Development, Indigenous Studies, Planning, or a related field.
- Experience in economic development, project coordination, community planning, or related roles.
- Strong research, analytical, and problem-solving skills.
- Excellent written and verbal communication abilities.
- Experience writing funding proposals and managing project reporting is an asset.
- Knowledge of Indigenous economic development principles, community governance, and First Nation operations is an asset.
- Ability to work both independently and collaboratively with multiple stakeholders.
- Strong organizational and time-management skills.

- Proficiency in Microsoft Office and general computer literacy.
- Valid Ontario driver's licence and ability to travel when required.

DUTIES AND RESPONSIBILITIES

The following should not be considered an exhaustive list of duties.

Strategic Leadership & Governance

- Develop and implement a comprehensive Economic Development Strategy aligned with Council priorities.
- Lead negotiations, MOUs, and external agreements with industry partners and government agencies.
- Identify and pursue new revenue-generating opportunities.

Leadership & Staff Management

- Provide direct supervision, mentorship, and performance management for Economic Development staff.
- Establish clear roles, expectations, and accountability measures.
- Lead recruitment, training, and professional development initiatives to build internal economic capacity within the Nation.
- Conduct regular performance evaluations and ensure staff compliance with organizational policies and procedures.
- Foster a collaborative, results-oriented work environment that promotes innovation, responsibility, and community-focused service delivery.
- Ensure appropriate delegation of operational responsibilities while maintaining executive oversight of all economic initiatives.

Major Ventures & Commercial Oversight

- Provide strategic oversight of:
 - Fishery operations (Supervisor + Workers)
 - Quarry development initiatives
 - Esso and Tim Horton's partnerships
 - Shwe-Miikaan / Miller partnerships
 - Emergency response
 - MTO contracts
- Provide strategic and operational oversight of all community commercial ventures and external partnerships, including fishery operations, quarry development, retail fuel and franchise partnerships, emergency response services, and MTO service contracts.
- Explore and support economic offset opportunities related to mining and regional industrial activity.

Partnership & External Relations

- Represent Magnetawan First Nation in regional economic forums and industry negotiations.
- Build strong relationships with federal/provincial funders, private sector partners, and neighbouring municipalities.
- Lead commercial due diligence, business case development, and risk analysis.

Financial & Operational Oversight

- Oversee budgets for economic development initiatives.
- Ensure compliance with funding agreements and contribution agreements.
- Monitor return on investment and long-term sustainability of ventures.

SPECIAL REQUIREMENTS:

Confidentiality: The incumbent must maintain strict confidentiality in performing the duties. The incumbent must adhere to the Magnetawan First Nation Personnel Policy.

Travel: On occasion, some travel may be required.

A current **CPIC** with a vulnerable sector check is required.

A valid **Ontario Driver's license**. Clean **drivers abstract**.

How to Apply: Interested applicants may apply, in confidence, by sending a cover letter, resume, photocopy of education diploma by mail, hand deliver or email to

**Magnetawan First Nation
10 Regional Rd, Hwy 529
Britt, ON P0G 1A0
Email: recruiter@magfn.com
Closing date: Open until filled**