



# Wei Wai Kum First Nation

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Campbell River Indian Band, 1650 Old Spit Road,  
Campbell River, BC, Canada V9W 3E8  
Tel.: (250) 286-6949  
Fax: (250) 287-8838

## JOB DESCRIPTION

**POSITION: Economic Development Manager**

**REPORTS TO: Chief and Council**

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### Overall Purpose:

The Economic Development Manager (EDM) is a full-time position reporting day to day to the Chief and overall, to Council as a whole. The EDM holds a pivotal role within the Nation by promoting and facilitating economic growth for Wei Wai Kum First Nation. The primary role of the EDO is to support the creation of and retention of business operations that will increase employment for Members and generate own source revenue for the Nation.

### Responsibilities include:

- Create an economic development strategy that identifies business growth opportunities for Wei Wai Kum consistent with Council's Strategic Plan, the Community Comprehensive Plan, and the Land Use Plan.
- Create and implement a land development strategy consistent with Council's Strategic Plan, the Community Comprehensive Plan, and the Land Use Plan that encompasses both Wei Wai Kum Reserve and non-Reserve Lands to increase profitability and benefit to the Nation.
- Enhance Wei Wai Kum Nation member wellbeing through sustainable business and economic development that employs Band members generates wealth for the Nation and fosters member entrepreneurship
- Help facilitate business development and growth opportunities for Wei Wai Kum Members.
- Work closely with Council and senior management on various strategic projects.
- Evaluate and assess potential real estate acquisitions, divestitures and development and re-development opportunities considering the benefits to the Nation.
- Lead and monitor feasibility studies, design, and construction of new developments and manage the general scope of legal agreements typically associated with development projects.

# Wei Wai Kum First Nation

- Work with the, Operations Manager, CFO and the Land department to ensure that projects are on budget, timely and completed efficiently while meeting environmental standards, BC building code standards and are aligned with Wei Wai Kum Laws, bylaws and zoning.
- Researching and analyzing different industries and markets for business development, expansion or modernization for new and existing businesses and business processes.
- Preparing and submitting proposals to various funding agencies and financial institutions including identifying and applying for available grants to support economic development and overall Nation growth.
- Assist with the development of relationships between Wei Wai Kum Nation, external stakeholders and potential investors to support economic growth and development.
- Work with the CFO to ensure the Nation has access to financial resources to support economic growth.
- Achieve a detailed understanding and work with the Nation's Corporate ownership and economic oversight structure, Wei Wai Kum Managing Partner LLP
- Act as the primary contact for all ongoing business and economic development engagements and negotiations.
- Complete and present effective reports on all existing and potential projects to Chief and Council when requested.

## Qualifications:

- Post-Secondary education credentials in business, economics, planning or related field
- Minimum of 15 years of combined relevant experience in economic development, land development, and land use planning.
- Experience in land acquisitions for real estate development.
- Experience with creating, negotiating and administering land and property leases.
- Experience in creating strategies, policies, and bylaws.
- Experience in leading teams and working collaboratively across various professions.
- Proven ability to work closely with politicians and other decision makers.
- Extensive experience in developing and implementing various community consultation plans and processes.
- Experience working with a variety of stakeholders.
- Experience working with First Nations preferred.
- Knowledge of basic taxes and first nation tax exemptions preferred
- Knowledge of LPs and LLPs preferred
- Knowledge of bidding, tendering, RFPs, RFQs is must
- Knowledge of business analysis techniques, project appraisals and legal binding contracts is must
- Diversified business sector experience preferred
- Provision of a clean Criminal Record Check.

# **Wei Wai Kum First Nation**

- Valid Class 5 Drivers License.
- Skilled grant and proposal writer.
- Able to work independently.
- Self-starter, creative, and a strategic thinker.
- Strong communication skills.
- Excellent computer skills including Microsoft Office

## Terms and Conditions:

- Full-time Salary Employment Position 5 days (37.5 hours) per week
- Hours of work: 8:30 a.m. to 4:30 p.m. May be required to work occasional evenings or weekends.
- Some field work may be required
- Place of work: Wei Wai Kum Administration Office
- Must abide by Wei Wai Kum's Human Resource Policy Manual.

Salary Range: \$100,000 - \$150,000 Annually

Job Type: Full-time Salary

**Please mail, email or fax a resume and cover letter to:**

**Merci Brown, Senior Manager of Operations**

**Wei Wai Kum First Nation**

**1650 Old Spit Road Campbell River, BC V9W 3E8**

**Email: [mercibrown@weiwaikum.ca](mailto:mercibrown@weiwaikum.ca)**

**Only those short-listed will be contacted**

