



Business Development Centre

Executive Director

Kivalliq Business Development Centre (KBDC) is a developmental lender in the Kivalliq Region of Nunavut. KBDC is one of three Community Futures organizations in Nunavut and an Indigenous Financial Institution. Located in Rankin Inlet Nunavut, KBDC serves the 7 communities of the Kivalliq Region providing financing and business support services.

The Board of Directors of KBDC is seeking an Executive Director to provide professional leadership and direction for the Centre.

This individual will:

- Manage the KBDC loan portfolio in its marketing, delivery, administration, monitoring and compliance
- Assist in the preparation of financial proposals with a view to developing new or enhanced existing businesses
- Provide communications and support to the board of directors
- Ensure strict administrative and accounting controls
- Ensure that all functions to operate a business counselling and financial institution are fulfilled
- Represent the KBDC at regional, territorial and national levels, and other public forums

Qualifications:

- A Business Degree/Diploma **or** a combination of related education and experience in the following fields:
 - Community Economic Development
 - Business Administration/Management
 - Commercial Lending
 - Human Resource Management
 - Social Enterprise Management
- Be well-organized; able to set priorities and effectively manage time
- Be competent with computer programs such as Outlook, Excel, Word, PowerPoint, Sage, and loan management programs
- Skillful facilitation and presentation skills
- Proficient in communication skills. Inuktitut verbal and written skills will be an asset
- Ability to work effectively with the Board of Directors, Private Businesses and Municipal Councils/Community committees in achieving desired results

This is a full-time position currently located in Rankin Inland but could be located in any of the Kivalliq communities. Air travel to other communities in the Kivalliq will be required. Salary plus a northern allowance/benefits package will be commensurate with qualifications and experience. The job description is available from the contact noted below.

Closing: Open until filled

Interested applicants should forward a detailed resume and cover letter outlining skills and experience to info@nunavutcfa.ca.

Thank you to all applicants; however, only persons whose applications have been selected will be contacted.

