Position: Trust Officer/Lands Manager
Location: RRAFN Trust Office
Salary: To be Determined/Negotiable
Type: Contract
Date Posted: June 29, 2023
Posting Expires: Until Position is Filled
Interviews: Screened Position - Only Qualified Applicants will be considered.

Interview Notice and Schedule: Will be Posted in like Manner as Employment Notice

Summary:

Under the direction of the Board of Trustees, the Trust Officer/Lands Manager is responsible for representation and successful operation of the Roseau River Anishinabe First Nation Trust by the 1996 Trust Agreement

Duties:

- Ensure proper management of lands held in trust;
- Provide the Board of Trustees with information and research on land available for purchase according to available funds;
- Follow the Additions to Reserve process for conversion of Trust lands;
- Supervise all projects, program staff and activities of the RRAFNT;
- Prepare annual budgets for the overall administration and any ongoing or time specific projects;
- Stay current with all local, regional, provincial and nation economic development opportunities;
- Coordinate with community resources to ensure the greatest economic benefit for the First Nation;
- Prepare and oversee a long-term strategic plan for RRAFNT;
- Prepare monthly, quarterly, and annual reports for the RRAFNT;
- Identify and prepare proposals for new economic development opportunities;
- Maintain accurate financial records of the corporation;
- Other duties as assigned by the Board of Trustees.

Qualifications:

- Degree or Diploma in Business, Finance or Commerce, Business Development or Administration;
• Demonstrated ability to manage multiple projects and thorough understanding of business management;
• Strong knowledge of fiscal management and responsibility, business finance, capital funding, contracts and partnerships;
• Thorough knowledge on conflict resolution, solid negotiation, and people management skills;
• Valid Driver’s license and have reliable transportation;
• Current criminal records check and child abuse registry check

Along with a resume and cover letter, applicants must submit two professional references.

PLEASE SUBMIT APPLICATION BY MAIL (marked as confidential) to:

RRAFNT Board of Trustees
Box 78
Ginew, MB R0A 2R0

or

E-MAIL to:
rrafntrustoffice@gmail.com