



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION: Director of Revenue and Business Development, Finance Unit

DURATION: Indeterminate, Full-Time
Nine (9) Month Probation Period

DESCRIPTION: See Attached Job Description

SALARY: \$1,848.00 to \$2,216.40 Per Week
Hours of Operation 8:30 a.m. to 4:00 p.m.
Hours per week 37.5 hours per week

DEADLINE FOR APPLICATION: Monday, February 17, 2025 - 4:00 p.m.

REQUIREMENTS: ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website: www.kahnawake.com/jobs

- Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Aboriginal candidates.
- When adding attachments please use **PDF format**. Any other formats may be blocked from our system.



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RONWATIO'TÉNHSÉ RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Director of Revenue and Business Development
Division:	Finance Unit
Reports To:	Executive Financial Officer
Date of Job Description	January 2025
<p>Purpose: Is responsible for developing and executing strategies to drive revenue growth and expand business opportunities.</p>	
Roles & Responsibilities	
<p>Generate revenue and build assets through financial agreements and projects.</p> <ul style="list-style-type: none"> • Establishes revenue-generating initiatives in the best interests of the community. • Develop a revenue strategy in collaboration with the Executive Financial Officer and oversee its execution. • Conduct regular reviews of partnership benefits to ensure we provide maximum value to the community. • Fosters and cultivates business relationships. • Assesses return and risk of commercial and business agreements. • Assesses return and risk of financial and physical assets as well as transactions. • Manages the unit's responsibility to negotiate high-level commercial agreements. • Oversees the management of all commercial buildings and associated leases. • Participates in business development, networking, and representation on sub-committees. 	
<p>Leads new and existing business development programs.</p> <ul style="list-style-type: none"> • Implement and maintain the Investment Revenue Committee's commercial and business development strategy. • Leads the development of new business for the MCK: identify opportunities, conduct market research, develop the business strategy, and oversee its execution. • Lead growth plans for existing programs to generate new revenues. • Conduct regular market research to identify trends and ensure the MCK is taking advantage of opportunities. • Builds and leads a team to implement both strategies. • Assesses risk, sets and tracks key performance indicators of projects. 	
<p>Develop and maintain reporting, relationships, and communication strategies to facilitate business development.</p> <ul style="list-style-type: none"> • Accountable to the Investment and Revenue Committee. • Ensures the development of communication plans for strategies and projects. • Works with the Economic Development Portfolio Team and Economic Development Portfolio Chiefs as required. • Seeks endorsement from the Executive Office, Council of Chiefs, and the Economic Development Portfolio Team as required. 	



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- In conjunction with Tewatohnhi'saktha, promotes the Kahnawà:ke economy and local businesses.
- Participates in business development, networking, and representation on committees.
- Communicates commercial and business development strategies and results.

Human Resource Management.

- Lead and manage the unit's staff, including recruitment, training, development, and performance evaluation.
- Foster a positive and productive work environment, promoting teamwork, collaboration, and professional growth.
- Address any staffing issues, including conflict resolution, disciplinary actions, and personnel changes.

The statements herein reflect general details to describe the principal functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Education & Experience

- Bachelor's Degree in Commerce/Business Administration, plus five (5) years relevant experience.
- OR
- Diploma of College Studies in Commerce/Business, plus ten (10) years relevant experience.

Knowledge, Skills, Abilities

- Knowledge of current business environment and trends.
- Excellent verbal, analytical, organizational, and written skills.
- Strong leadership, facilitation, and supervisory skills.
- Thorough communication skills.
- Strong financial modeling and assessment skills.
- Strong problem-solving, crisis, and risk management skills.
- Ability to exercise sound judgment and make difficult decisions.
- High level of integrity results oriented.
- Conveys a professional and positive image and attitude.
- Demonstrates commitment to continued professional growth and development.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

Working Environment

- Five-day work week in an office environment.
- Moderate travel may be required.
- Considerable stress and productivity pressure associated with managing business development and revenue growth opportunities.
- Occasional overtime may be required.



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Commitment Statement:

I serve the Kahnawà:ke community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____