Kivalliq Inuit Association
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ᑎᑎᖅᑲᖅᑲᕐᕕᖓ P.O. Box 340
ᑲᖏᖅᓱᓂᖅ, ᓄᓇᕗᑦ Rankin Inlet, Nunavut
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EMPLOYMENT OPPORTUNITY
Manager, Business Development

Under the direction of the Director, Inuit Programs, the Manager, Business Development is responsible for managing KIA's mandate of promoting healthy communities by supporting viable, Inuit-owned and controlled businesses. The Manager, Business Development will work to co-deliver and report on third party agreements on ensuring the services are being met on a timely and efficient manner.

Responsibilities and Duties

The Manager, Business Development will be responsible for ensuring the efficient and effective management of the department of business development by managing departmental staff, assessing beneficiaries needs for programs and service communicating with other regional organizations and government agencies to obtain input and information on potential strategies that address the needs of beneficiaries and their businesses. The Manager will manage a departmental operating budget and will provide frequent reports to the Director of Inuit Programs and other funding agencies as required.

Knowledge, skills and abilities

- Knowledge of the Nunavut Land Claims Agreement.
- Knowledge of project planning methodologies.
- Knowledge of Inuit Societal Values, and experience working in a cross-cultural environment.
- Comprehensive knowledge of Microsoft Office Suite (e.g., Access, Word, Excel, PowerPoint, Outlook etc.,)
- Excellent attention to detail.
- Excellent oral and written communication skills.
- Demonstrates the ability to work under pressure.
- Knowledge and understanding of budgeting and financial planning.
- Demonstrates strong organizational and time management skills.
- Demonstrates exceptional oral and written communication skills.
- Strong report writing skills are required.
- Must demonstrate punctuality.
- Ability to work in a fast-paced environment with conflicting priorities and minimal supervision.
- Demonstrated ability to work effectively with diverse range of individuals.

The Knowledge skills and abilities are usually obtained through a post-Secondary education in Business Administration or equivalent. A diploma in Management Studies will be considered an equivalent with a minimum of two (2) years of experience performing financial and project management.

Starting salary is $ 133,668.00 with an additional $ 30,884.86 per annum, of Northern and Housing Allowance. Kivalliq Inuit Association provides a competitive benefits package including an employee pension plan, group insurance and vacation travel assistance. This position is located in Rankin Inlet, NU and Housing is not available.

Beneficiaries of the Nunavut Land Claims Agreement will receive full consideration and priority.

CLOSING DATE NOVEMBER 14, 2025, at 11:59 P.M CST

PLEASE SUBMIT YOUR RÉSUMÉ TO DEPARTMENT OF HUMAN RESOURCES

Email: kivia@kivalliqinuit.ca |Phone: Toll free 1-800-220-6581 or 867-645-5765