Peepeekisis Develeopments Ltd.

Employment Opportunity

Position:	**Managing Director**	Location:	**Peepeekisis Cree Nation Administrative offices & Kise Napew Muskwa Centre**
Date Posted:	**November 3, 2026**	Closing Date:	**December 15, 2026**
Reports to:	**PDL Board of Directors**	Classification:	**Full-Time**
Department:	**Peepeekisis Development Ltd.**	Competition:	**2026-11-03-PDL**

Position Summary

The Managing Director reports to the PDL Board of Directors. The Managing Director oversees the overall operations of Peepeekisis Developments Ltd (PDL), its portfolio of companies/entities, and partnerships. Working closely with the Board of Directors, the Managing Director leads PDL in operating and executing the strategic direction set by the Board. The Managing Director is responsible for ensuring a self-sufficient stable foundation for wealth creation, self-sufficiency, economic independence that advances the PDL's vision and mission while adhering to PDL values. Managing Director will perform the following services within the framework of PDL's core policies and bylaws:

Duties & Responsibilities:

- Successful execution of Board approved strategic plan
- Supporting Limited Partners in their economic development initiatives
- Increasing the employment of the Limited Partner's citizens
- Creating strong relationships between PDL, its Limited Partners and its citizens

Strategy and Development

- Coordinate the development and implementation of PDL's strategic plan
- Work with the Board Chairman, Committees and Board in developing the vision, mission, and objectives of the strategic plan
- Coordinate an annual review of PDL's strategic plan with the Board
- Coordinate and provide oversight for the implementation of activities contained in the strategic plan
- Provide the Board with quarterly updates on the progress of achieving targets towards strategic objectives

Business Development Services

- Work with consultants and partners to identify new business opportunities by examining market trends
- Work with consultants to undertake the analysis and evaluation of those business opportunities to identify actions towards development
- Oversee the work with consultants in writing business concept designs, business plans, proposals and feasibility studies
- Oversee the work with consultants on the review of business proposals that will include the assessment of business viability, return on investment, business risks and financing for recommendation to the Board

Board Services

- Work closely with the Board Chairman, Committees and Board in the corporate governance of PDL
- Develop and disseminate material and other related information for meetings of the Board
- Provide quarterly reports to the Board on all activities including reports from the operations of all PDL portfolio of companies/entities
- Coordinate with the Committees and the Board all annual reporting including the audit and annual report for annual general meetings

Community Relations

- Attend Limited Partners community meetings to provide information and updates, seek and receive feedback or direction as part of community engagement

Peepeekisis Develeopments Ltd.

- Participate in community events as directed by the Board
- Develop and maintain strong relationships with internal and external stakeholders to advance the economic and business interests of PDL
- Liaise and communicate with external stakeholders, such as suppliers, government agencies and other service providers as necessary

Project Management

- Work in a team setting towards the design of various business development projects that include project scope, financial management, timelines, key activities, deliverables and milestones, effective communication, adherence to quality standards and post project evaluation reports
- Work in a team setting in preparing status reports and updates with all relevant information to the Board

Administrative and Funding Services

- Oversee PDL's and its portfolio of companies/entities, data and financial management systems, human resource processes and day-to-day operations that will include, where required, the drafting of new operational policies and regulations
- Ensure all human resources are managed effectively within PDL policies, bylaws, applicable legislation and best practices
- Oversee the development and administration of the annual operating budgets and forecasts for presentation to the Finance and Audit Committee and the Board
- Work within the policies and processes of PDL as it pertains to planning, decision-making, and budgeting
- Review monthly financial reports to ensure projects and operations remain within the approved budget and where necessary make adjustments for consideration and approval through the appropriate bodies
- Provide monthly financial reports to the Finance and Audit Committee and Board for review and consideration
- Any other duties related to PDL and its development

Education, Knowledge and Skills:

- University degree in Administration or Commerce or Diploma in Business Administration plus two years' experience and or A combination of education and experience
- Knowledge and understanding of the special relationships between First Nation governments and other levels of government pertaining to the availability of project funding
- Knowledge and experience in project management
- Knowledge and understanding of financial management including the interpretation and analysis of financial statements
- Proficiency in computer software programs
- Proposal and business plan writing
- Presentation and public speaking
- Research and analytical skills
- Skills in both service and staff evaluation
- Excellent interpersonal and communication skills

Please Send Resume, covering letter and three references to:
Attention: Joseph Poitras, Chief Administrative Officer
Joseph. Poitras@peepeekisis.com
phone: 306-334-2573 Fax: 306-334-2280
Only those selected for an interview will be contacted