



Chippewas of the Thames First Nation

320 Chippewas Road Muncey, ON N0L 1Y0

Phone 519-289-5555 Fax: 519-289-

Chippewas of the Thames First Nation is accepting applicants for the position of:

Position Title: Business Development Officer
Department: Administration
Hours of Work: 37.5 hours per week working onsite 8:30am – 4:30pm
Location: 320 Chippewa Road, Muncey ON
Posting Date: November 27, 2025
Posting Closes: December 17, 2025

Summary:

Reporting to the Administrative Officer, the Business Development Officer advances economic growth and community self-sufficiency for Chippewas of the Thames First Nation (Deshkan Ziiibiing). As a key member of the Project Team within the Prosperity Development sector, the role leads strategic initiatives that foster business development, build skills training pathways, and expand employment opportunities for members. Operating in a multidisciplinary environment, the incumbent assesses, coordinates, and implements priority initiatives and external development proposals; conducts due diligence and project reviews; and cultivates partnerships with investors, developers, and industry leaders that reflect the Nation's values. Through community engagement and strategic collaboration across programs, the position drives measurable outcomes in job creation, revenue generation, and capacity building to support long-term prosperity for Deshkan Ziiibiing.

Responsibilities:

- Coordinate and assess prospective projects for fit with community priorities by completing feasibility reviews (financial, operational, risk, cultural/environmental) and provide clear recommendations.
- Review proposals, pro formas, and supporting documents to evaluate viability and alignment with COTTFFN values and governance and negotiate terms where appropriate.
- Build and maintain relationships with governments, industry, Indigenous organizations, and post-secondary partners and draft/track MOUs, contribution agreements, and vendor contracts.
- Advance entrepreneurship, local employment, and capacity building through programming, mentorship, and procurement opportunities that benefit members and community businesses.
- Establish KPIs, monitor and evaluate active initiatives, prepare briefings and strategic recommendations for leadership/Council on progress, risks, and next steps.
- Identify and secure grants and strategic funding, prepare proposals and budgets and ensure compliance, reporting, and close-out with funders.
- Guide community members and entrepreneurs on business planning, financing, licensing, and regulatory navigation across First Nation, provincial, and federal requirements.



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- Promote initiatives that integrate environmental stewardship, land-based knowledge, and cultural protocols into economic development.
- Maintain accurate project files, CRM/trackers, financials, and documentation to support accountability and audits.
- Represent COTTfN in meetings, forums, and negotiations related to economic development and consultation, ensuring the Nation's interests are protected and advanced.

Qualifications:

- Post-secondary degree/diploma in Business Administration, Economic Development, Indigenous Governance, or related field; an equivalent combination of education and experience will be considered.
- Progressive experience in business development, project coordination, or strategic partnerships (experience with Indigenous communities/organizations is a strong asset).
- Solid understanding of Indigenous rights and governance, consultation/accommodation frameworks, and community-driven economic development models.
- Ability to review pro formas and budgets, assess feasibility and risk, and prepare clear recommendations and experience with grants/contribution agreements and reporting.
- Proven capacity to build relationships and work with governments, industry, and funders and familiarity with MOUs, contracts, and due diligence.
- Strong facilitation and presentation skills with the ability to work across departments and translate complex information into plain-language, culturally appropriate materials.
- Advanced Microsoft 365 (Excel, PowerPoint, Word, SharePoint, Teams, Outlook) with experience working with CRM/project tools a strong asset.
- Familiarity with Deshkan Zibiing's values, laws, and strategic priorities is a strong asset along with the commitment to respectful engagement with Elders/Knowledge Keepers and OCAP®-aligned data practices.

Hiring of Indigenous people will be given preference, please identify.

Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:

human.resources@cottfn.com

OR

320 Chippewa Road, Muncey, ON N0L 1Y0

Please indicate "Business Development Officer" in your application.

We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process.