



Employment Opportunity

Position: Project Manager-Business Development

Location: Thunder Bay

Start Date: July 2026

Deadline: June 25, 2026

Duration: Full-time, Permanent

Wage: \$74,687.00-\$91,283.00 annual salary based on a 35-hour work week, vacation leave, competitive benefits package and registered pension plan included.

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following: **Email is preferred.**



Email:

Attn: Human Resources Department
human.resources@7generations.org



Mail:

Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6



Fax:

Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to Preeti Mann , Senior Business Development Planner at preetim@7generations.org

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.



Project Manager - Business Development

Job Description

General description

The Project Manager is responsible for oversight of a variety of projects and programs. The incumbent provides day-to-day line supervision of staff, oversees budgeting, completion of deliverables, management of risks, ensuring quality, and adherence to timelines.

The Project Manager ensures high-quality programming and meets project management and reporting requirements. They play a key role in department wide strategic planning and program development, provide leadership and supervision across initiatives and partnerships, and ensure all practices and procedures align with SGEI's mandate and goals.

Qualifications and skills requirements

1. Three-year degree or diploma in business administration, project management, education, social services, Indigenous studies, or a related field (or equivalent experience).
2. Three to five years of field experience developing projects in an educational setting.
3. Previous supervisory experience is an asset.
4. Demonstrated proficiency in budgeting and financial management in both program and project-based scenarios.
5. Previous experience working with Indigenous organizations and communities required.
6. Strong interpersonal and relationship management skills to establish stakeholder linkages, collaborate on projects, provide/exchange information and discuss technical issues.
7. Experience working with Federal and Provincial governments to secure both ongoing and project-based funding for initiatives.
8. Highly developed communication skills both written and verbal.
9. Moderate degree of proficiency using office software including word processing, spreadsheet, project management and presentation applications.
10. Demonstrated knowledge of project management methodologies, guidelines and processes to conduct and lead program and business development projects.
11. Ability to perform duties in a culturally appropriate and culturally sensitive manner required.
12. A combination of relevant education and experience may be considered on a case-by-case basis.

Supervisor: Associate Director of Business Development and Government Relations

Job duties/responsibilities

1. Develop work plans, activity descriptions, deliverables, budgets, and determine staffing requirements related to proposed projects and programs. Consult with relevant internal contacts during this process as required.
2. Provide oversight and coordination to ensure that projects are delivered on time, on budget and to standard.
3. Provide day to day supervision of junior level staff in the business development department.
4. Develop, monitor, and manage project budgets in accordance with funding agreements
5. Track expenditures to ensure responsible stewardship of funds and resources
6. Prepare written reports, briefing materials, and presentations for internal and external audiences,



including issue analysis, recommendations, and risk assessments.

7. Working with other department staff, support the development of partnerships with key education system stakeholders, funders, and community partners.
8. Represent SGEI in meetings, gatherings, and events as required
9. Research available funding opportunities.
10. Assist in the development and implementation of organizational program goals.
11. Recommend modifications to improve existing programs.
12. As directed, evaluate overall program effectiveness on the basis of participation and achievement
13. Attend regular department meetings and training sessions.
14. Other duties as may be assigned from time to time.

Relationships

Internal

1. Works with project staff in the Government Relations and Business Development department.
2. Interacts with and directly reports to the Associate Director of Business Development and Government Relations.
3. Interacts with other SGEI staff including Directors as required.

External

1. Build and maintain stakeholder, partner, and funder relationships.
2. Ensure that all reporting is completed for funding partners as required.

Working conditions

- The incumbent will typically work in a remote office location, with limited requirement to attend the workplace for meetings or professional development.
- Incumbent works indoors in climate-controlled conditions.
- Occasional overnight travel, away from home is required with some ability to change plans to avoid inclement weather.
- Normally seven (7) hour days with occasional overtime requirements including some evenings and weekends.
- The position requires a high degree of concentration for moderate periods of time.
- Manual dexterity is required in the operation of computers, with moderate requirements to maintain speed and ensure accuracy.
- Occasional lifting of up to 10 lbs required.
- Incumbent varies between alternating positions of sitting and standing with the ability to change positions.

Conditions of Employment

- Must provide satisfactory vulnerable sector check.
- Must possess valid Class 'G' Driver's license and have access to reliable transportation.