



Administration Office
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Employment Opportunity

Position Title: Nation Manager

Posting Date: July 14, 2025

Closing Date: Open until filled

Department: Munsee-Delaware Nation

Reports To: Munsee-Delaware Nation Chief & Council

Location: 289 Jubilee Road, Muncey, Ontario

The Elected Chief & Council from Munsee-Delaware Nation is seeking a dynamic leader to fill the position of Nation Manager. The Munsee-Delaware Nation is a Lenape community of nearly 800 members located approximately 25 km southwest of London, Ontario on the Thames River.

Position Summary

The Nation Manager reports to the Munsee-Delaware Nation Council and provides leadership to the staff dedicated to providing the programs and services delivered to the members of the Munsee-Delaware Nation and ensures that they are provided in an effective and efficient manner. A key responsibility of the position is to provide advice and support to the Munsee-Delaware Chief and Council and to ensure the Council directions and strategic priorities are realized and continue to move the Nation forward.

Key Responsibilities

- Act as a professional advisor to the MDNC on all aspects of the organization's activities and ensure that the policies and directives of the MDNC are carried out in an effective and efficient manner.
- Foster an environment that supports effective teamwork between the MDNC and staff.
- Oversee the planning, implementation and evaluation of the organization's programs, services and special projects.
- Ensure that the necessary records and reports are filed with the Federal, Provincial and civic governments and funding bodies.
Understanding of Indigenous Services Canada (ISC) or Health Canada/Provincial reporting. Tracking deadlines and document requirements

- Oversee the implementation of human resource policies and practices including the development and maintenance of job descriptions.
- Work with staff to prepare and recommend an annual budget to MDNC.
- Ensure the organization's sustainability by securing adequate funding sources and overseeing the development of fund-raising plans
- Maintain a positive and constructive relationship with community members, keeping the community informed and aware of programs and important issues facing the community.

Qualifications

- A post-secondary education in a related field and 5-7 years' experience in government administration with substantial progressive experience in a leadership role. Experience in First Nation administration is an asset

Skills and Competencies

- **Think Strategically**-takes an organizational perspective; ensures all aspects are considered when deciding; considers outcomes.
- **Behave Ethically**-understands ethical behaviour and business practices and ensures that own behaviour is consistent with these standards.
- **Innovation and Creativity**-develops new and unique ways to improve operations of the organization and service delivery to the community.
- **Build Relationships**-establishes and maintains positive working relationships with others to achieve organizational goals.
- **Be Flexible**-Able to work effectively with marginalized and vulnerable populations that may have experienced lateral violence and mental health issues.
- **Focus on Membership Role**-Understand and promote the unique foundational and ongoing role of the Nation's membership and Council.
- **Foster Teamwork**-Work cooperatively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness.
- **Plan and Organize**-Strategic planning orientation to move the organization forward then set priorities and goals, create action plans, evaluate results.
- **Lead**-Positively influence others to achieve results that are in the best interests of the organization and community

Key Performance Indicators (KPIs)

- Superior leadership skills, demonstrated by a proven ability to work effectively with elected officials; ability to establish and maintain harmonious and productive relationships with community members, staff and government and non-governmental agencies.
- Strong financial knowledge of principles, practices and procedures for effective financial management.



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- Proven strategic planning expertise, including the ability to oversee the execution of strategic objectives, facilitate change and adaptation as appropriate and ensure timely and objective performance measurement.
- Considerable and progressive supervisory and management experience; demonstrated ability to develop and motivate work teams effectively; sound
- knowledge of the principles, practices, and procedures required for effective human resource management.
- Excellent communication skills-written, speaking and listening

About Munsee-Delaware Nation

The Munsee-Delaware Nation is a First Nation community located in southwestern Ontario. It is home to the Munsee people, a subgroup of the Lenape (Delaware) Nation, who originally lived in the northeastern United States. M-DN is committed to preserving its cultural heritage, language and traditions while fostering economic development and self-sufficiency.

How to Apply

If you are interested in this exciting opportunity to be a member of a team dedicated to service excellence, continuous improvement and innovative thinking, please apply with your cover letter, resume and 3 recent employment references.

Apply to:

Munsee-Delaware Nation
Attention: Nation Manager
289 Jubilee Road, Muncey, Ontario N0L 1Y0
In a sealed envelope marked "Confidential"

OR

Email to applications@munsee.ca
With the subject line: NATION MANAGER

All submissions will be screened according to the above qualifications. Only those selected for an interview will be contacted. A registered member of a First Nation as per Section 16(1) of the Canadian Human Rights Act is a preference.

While we appreciate all the interest, only those candidates selected for an interview will be contacted.