



DAKOTA OJIBWAY TRIBAL COUNCIL

EMPLOYMENT OPPORTUNITY

POSITION: Program Director

ADVERTISEMENT # 2627 - 6

LOCATION: Portage La Prairie, MB

CLOSING DATE: Tuesday, September 29, 2026 @ 4pm

PROGRAM DIRECTOR

Reporting to the CEO, the Program Director is a key member of the senior leadership team and is responsible for providing leadership, direction, and accountability to Program Managers. This position will ensure programs are effectively managed, financially responsible, compliant with funding requirements, and responsive to the needs and priorities of the communities we serve.

The successful candidate will be a strong people leader who can balance strategic thinking with the practical realities of day-to-day program operations. They will work closely with Program Managers, Finance, Human Resources, senior leadership, funders, community leadership, and external partners to strengthen service delivery and organizational effectiveness.

KEY RESPONSIBILITIES:

- Provide leadership, direction, supervision, and support to DOTC Program Managers.
- Oversee program operations, service delivery, performance, and outcomes.
- Establish clear expectations and accountability for effective program management.
- Monitor program budgets, expenditures, forecasts, and financial performance in collaboration with DOTC Program Managers and Finance.
- Ensure programs meet funding agreements, work plans, reporting requirements, and established deadlines.
- Identify and address operational challenges, service gaps, risks, and opportunities for improvement.
- Promote consistency, communication, and collaboration across programs.
- Support DOTC Program Managers with workforce planning, employee performance, and other people-management matters in collaboration with Human Resources.
- Participate in organizational strategic and operational planning.
- Build and maintain effective relationships with communities, leadership, funders, government, partners, and other stakeholders.
- Provide the CEO with timely information and recommendations regarding program performance, emerging issues, risks, and opportunities.

QUALIFICATIONS: (including, but not limited to)

- Post-secondary education in Business Administration, Public Administration, Management, Social Services, Indigenous Governance, or a related field. An equivalent combination of education and relevant experience may be considered.
- A minimum of **7 years of progressively responsible leadership or management experience**.
- Significant experience supervising managers and/or multidisciplinary teams.
- Demonstrated experience overseeing multiple programs or service areas.
- Strong financial literacy, including experience with budgets, financial reports, forecasting, and variance management.
- Experience working with government-funded programs, funding agreements, compliance, and reporting requirements.
- Strong leadership, communication, decision-making, problem-solving, and relationship-building skills.
- Demonstrated ability to manage competing priorities and complex operational matters.
- Experience working with Indigenous communities, leadership, organizations, or service-delivery systems is a strong asset.
- A valid Manitoba driver's license and the ability to travel as required.

Interested applicants are invited to submit a resume and cover letter, including two (2) references to:

DAKOTA OJIBWAY TRIBAL COUNCIL
Attn: Erica Nicholson, Human Resources
Ph: (204) 871-0669 Fax: (204) 857-6037 Email: careers@dotc.mb.ca

****Please indicate the Advertisement Number and Position Title in the subject line and/or body of your email****