



Position Title: Associate, Outreach & Engagement

Organizational Profile

The launch of the federal Indigenous Loan Guarantee Program (ILGP) in December 2024 moves Indigenous economic reconciliation from discussion to action. This historic milestone helps make participation in Canada's economic prosperity a reality for the country's Indigenous Peoples. It helps remove historic barriers to inclusion in the economy while creating new possibilities for maximizing growth that will benefit the entire country. The economic success of Indigenous Peoples is the success of all Canadians.

To advance Indigenous economic reconciliation for Canada meaningfully, the opportunity must be given to Indigenous groups to become leaders and equity partners in these projects. The ILGP will reduce the cost of capital for Indigenous groups across the country and support their ability to raise capital to invest in, and become commercial partners in, natural resources and energy projects.

Canada Development Investment Corporation (CDEV) is delivering ILGP through its subsidiary company, Canada Indigenous Loan Guarantee Corporation (CILGC).

About CDEV

For over 40 years, as a federal Crown corporation, CDEV has provided the Government of Canada with unique and specialized financial advisory around the country's most complex and diverse commercial interests. CDEV reports to Parliament through the Minister of Finance and to its own independent CDEV board of directors has a long history of leading critical financial transactions, including launching and operating new entities to help Canada achieve its goals and maximize the value of government assets. In addition to providing financial advisory to the government, CDEV oversees and is responsible for the CDEV Group of Companies, with over \$75 billion of assets under administration. Certified as a "Great Place to Work Canada," CDEV is a collaborative, high-performing, experienced and commercially focused organization that is providing critical support to CILGC.

About CILGC

CILGC is a wholly owned subsidiary of CDEV established in December 2024. CILGC is responsible for:

- Conducting outreach and engagement with Indigenous groups,
- Prioritizing applications,
- Undertaking due diligence and analysis,
- Negotiating, issuing and administering loan guarantees, and
- Monitoring and managing the portfolio of loan guarantees.

CILGC engages with applicants to refine proposals and ensure they meet rigorous standards of financial viability and align with the program's objectives. CDEV provides ongoing support including due diligence, portfolio management, governance, communications, and other corporate functions, as needed.



Position Overview

Reporting to the Vice President – Indigenous Relations, the Associate contributes to the Company's mandate by providing critical support on key assignments. The Associate also provides leadership, coaching and mentoring to Analysts. The Associate can be either fully virtual or based in either of CDEV's Toronto or Ottawa office.

Responsibilities

- Conduct industry research/analysis on opportunities and potential applicants for ILGP, working independently or as part of a team to deliver insights and support decision-making.
- Develop productive relationships with potential applicants; Indigenous regional representative organizations; consultants and advisors working on Indigenous economic reconciliation; project proponents; and other stakeholders working on potential ILGP projects.
- Work with applicants and potential applicants to understand the loan guarantee opportunity; clarify some of the commercial details; explore various financial structuring options.
- Make recommendations to the CILGC management team on which applications should proceed to the detailed due diligence phase.
- Contribute to the development and ongoing update of an inventory of potential loan guarantees in all eligible sectors, regions and across Indigenous distinctions.
- Develop reports, presentations, and other materials for an external audience for use on the ILGP website, workshops, conferences and meetings related to ILGP.
- Perform compliance reviews to ensure that applications meet eligibility criteria and requirements of ILGP.
- Support the project execution team in the management of transactions and projects, including working closely and engaging with key advisors, such as investment banks, management consultants and lawyers.
- Manage projects from initiation to completion within area of responsibility, adjusting priorities as necessary to ensure timely execution of deliverables.
- Maintain well organized and current project files and documentation, ensuring easy access to documents.
- Design, develop, and maintain internal databases to support data analysis and reporting needs, ensuring data integrity and accuracy.
- Work on special projects as required.
- Support other projects and requests which may arise.
- Represent CDEV in external meetings with advisors, clients, and Government of Canada staff.
- Work closely with the Analysts as a coach and mentor, supporting their development.

Required Skills and Qualifications

- University degree in a discipline relevant to the position or an equivalent combination of training and experience.
 - Relevant experience in one or more of: public policy related to Indigenous economic development; engagement, consultation and partnerships with Indigenous groups; major projects involving Indigenous groups in the natural resource sectors.
 - Strong analytical skills, including the ability to analyze data and feedback from community
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engagements and develop actionable recommendations.

- Strong understanding of Indigenous cultures, histories, and traditions, including sensitivity to cultural protocols, and an ability to approach engagement with respect and understanding.
- Excellent verbal and written communication skills, with the ability to adapt messaging to suit the audience, whether through formal presentations, community meetings or informal discussions.
- Ability to build and maintain strong networks and trusting relationships with community representatives, government bodies and internal teams.
- Proficiency in MS PowerPoint, Excel and Word.
- Ability to create professional reports for senior management, external audiences, and Board of Directors, with minimal oversight.
- Ability to exercise discretion and engage tactfully with external advisors, colleagues at the Company and at CDEV, Indigenous representatives, provincial Indigenous loan guarantee agencies, stakeholders interested in ILGP, and the Government of Canada.
- A team player who is flexible, enjoys variability and is able to work on a diverse range of projects, including those that are highly sensitive and confidential.
- Lead by example, demonstrating a high standard of accuracy, diligence and ethical conduct in the performance of responsibilities and inspiring colleagues through a positive attitude, a strong work ethic and collaborative approach to teamwork.
- Proficiency in coaching and mentoring practices.
- Bilingualism in English and French is strongly preferred.

Working Conditions

Work is performed in an office environment with no physical effort required beyond day-to-day movement such as sitting, standing, walking, etc. No audio/visual effort required beyond day-to-day activities such as working on a computer, answering phones, or e-mails

Recruitment Process

We welcome applicants of all backgrounds, with a preference for candidates who identify as Indigenous. CILGC will work with you if you require accessibility accommodation at any point during the recruitment process, pending that you let us know of your needs in advance. Note that only qualified candidates selected for an interview will be contacted.

To apply, please send your CV to Matthew.Pike@cilgc-cgpac.ca.
