



## JOB POSTING

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|-------------------------------------------------------------------------|-----------------------------|
| Position Title: <b>Sr. Manager, Indigenous &amp; External Relations</b> | Status: Full Time Permanent |
| Reports To: Director, Indigenous & External Relations                   | Team: Engagement            |
| Location: Calgary, Alberta                                              |                             |

### About AIOC

The Alberta Indigenous Opportunities Corporation (AIOC) is dedicated to advancing Indigenous prosperity through equity participation in major projects across Alberta's economy. As an economic catalyst, AIOC works alongside Indigenous Nations and groups, industry partners, and government to enable Indigenous ownership, financial participation, and long-term economic independence.

### The Opportunity

AIOC is seeking a **Senior Manager, Indigenous & External Relations** to play a key leadership role in strengthening relationships with Indigenous Nations and groups and advancing strategic engagement with industry partners.

Reporting to the Director, Indigenous & External Relations, the Senior Manager, Indigenous & External Relations plays a central role in advancing AIOC's mandate to facilitate Indigenous equity participation in major projects. This role is responsible for driving Indigenous and industry relationships, supporting AIOC-backed projects, and ensuring AIOC is positioned as a trusted, values-driven partner to both Indigenous Nations and groups and industry proponents.

With a strong emphasis on Indigenous relations, this role provides day-to-day mentorship and coordination support to the Indigenous Relations team members, ensuring community-led priorities are respected, relationship strategies are aligned, and engagement activities are coordinated across the organization. The Senior Manager is also expected to spend considerable time and effort on AIOC's external industry-facing engagement efforts, encouraging the identification and progression of investment opportunities that align with Indigenous economic development goals and AIOC's investment guidelines.

### KEY ACCOUNTABILITIES

- Coordinate AIOC's industry engagement and Indigenous relations strategies in alignment with AIOC's corporate priorities and mandate
- Serve as a key senior advisor with Indigenous Nations and groups, Indigenous organizations and industry proponents, reinforcing AIOC's trusted partner role.
- Provide day-to-day mentorship and coordination support to AIOC's Indigenous Relations team, supporting effective community engagement, prioritization, and issue resolution
- Support Senior leadership team with high-level relationship management and strategic advice
- Represent AIOC in industry and Indigenous-focused meetings, speaking engagements, and sector events
- Support cross-functional collaboration across investment, engagement and operations teams

### Indigenous Relations

- Support the implementation of AIOC's Indigenous engagement approach, ensuring engagement is respectful, consistent, and transparent
- Provide ongoing mentorship and coordination support to AIOC's Indigenous Relations team to enable:
  - Effective relationship management with Indigenous Nations and groups
  - Clear and accessible transaction intake pathways and consistent engagement practices



- Alignment between community priorities and AIOC processes

- Act as an escalation and advisory point for complex or sensitive Indigenous engagement matters
- Support organizational culture of respectful, informed Indigenous engagement
- Support capacity building initiatives, including oversight and administration of AIOC's Capacity Grant Program

#### **Industry Engagement & Strategic Relationships**

- Coordinate and support implementation of AIOC's overarching strategy for industry engagement, ensuring consistent approaches across the organization
- Build, maintain, and deepen relationships with key industry stakeholders across mandated sectors, regions, and projects, often in conjunction with members of the investment team
- Track and coordinate participation in sector-specific conferences, associations, and working groups to increase visibility and identify opportunities
- Track emerging trends and sector dynamics to inform organizational positioning for participation

#### **Project Involvement & Advisory**

- Support AIOC projects, as required, based on complexity and risk of the project by providing advice on Indigenous–industry dynamics, relationship history, and potential non-technical risks
- Serve as a liaison/advisor between AIOC leadership, Indigenous communities, and industry proponents to ensure alignment of expectations and support partnership development

#### **Tools, Messaging & Resources**

- Develop tools and resources that support Indigenous and industry stakeholders in encouraging and navigating equity transactions
- Collaborate and support development of clear, consistent and values-aligned messaging and tools for all external engagement activities
- Contribute to organizational learning, knowledge-sharing, and capacity-building initiatives for industry partners and Indigenous communities

#### **QUALIFICATIONS**

- 8+ years of progressive experience in Indigenous relations, Indigenous economic development, or related fields, preferably within a corporate or complex multi-stakeholder environment
- Bachelor's degree in business, public policy, communications, Indigenous studies, or related field
- Deep understanding of Indigenous cultures, histories, and contemporary economic reconciliation issues, with demonstrated ability to apply this knowledge in complex, high-stakes environments

#### **KNOWLEDGE, SKILLS, & ABILITIES**

- Demonstrated experience building and sustaining trusted relationships with Indigenous leadership (elected and administrative) and senior industry stakeholders
- High degree of cultural competency and ability to navigate complex and sensitive matters with respect, discretion, and integrity
- Proven ability to translate relationship-based insights into clear, practical advice and recommendations



- Ability to work collaboratively across departments, influencing outcomes in a small, highly integrated team environment
- Strong attention to detail, communication, facilitation, and presentation skills, with experience supporting executives in external engagements

#### **SPECIAL REQUIRMENTS**

- Occasional travel, up to 25-30%

#### **Why Join AIOC**

- Contribute to meaningful Indigenous economic reconciliation and ownership
- Work in a values-driven, collaborative, and purpose-led organization
- Engage with Indigenous Nations and leaders across Alberta
- Be part of a small, integrated team with real impact

**Qualified applicants are encouraged to send a copy of their cover letter and resume by email to: [careers@theaioc.com](mailto:careers@theaioc.com). Applications will be accepted until 5:00 P.M. MST on Wednesday April 29, 2026.**

#### **GUIDING STATEMENTS**

|                 |                                                                                                                                                                                                                                       |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Vision</b>   | Indigenous Peoples are important drivers of and key partners in Alberta's natural resources, agriculture, telecommunications, transportation, tourism, healthcare and technology sectors.                                             |
| <b>Purpose</b>  | To drive Indigenous prosperity and independence through investment and active participation in Alberta's natural resources, agriculture, telecommunications, transportation, tourism, healthcare and technology sectors.              |
| <b>Strategy</b> | As an economic ecosystem catalyst, AIOC facilitates Indigenous investment and partnerships in development of Alberta's natural resources, agriculture, telecommunications transportation, tourism, healthcare and technology sectors. |