



DAKOTA OJIBWAY COMMUNITY FUTURES DEVELOPMENT CORPORATION

310-200 Alpine Way
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EMPLOYMENT OPPORTUNITY

Job Posting: Business Service Officer – Lending Care – ACE Program
Posting Date: September 11, 2026
Location: DOCFDC - 310-200 Alpine Way, Headingley, MB R4H 0B7
Application Deadline: September 28, 2026
Start Date: October 5, 2026

At Dakota Ojibway Community Futures Development Corporation (DOCFDC), we empower indigenous entrepreneurs by pairing accessible financing with dedicated, long-term support. We are seeking a Business Service Officer (Lending Care – ACE Program) for a 2026–2027 term (with possibility of extension) to drive our post-lending care services under the Aboriginal Capacity Enhancement (ACE) Program.

Reporting to the General Manager, you will play a pivotal role in bridging financial support with developmental care, providing ongoing mentorship, client monitoring, and advisory services to ensure client success, enhance loan performance, and increase deal flow.

Key Responsibilities

- **Pre- & Post-Lending Care:** Conduct regular outreach, virtual check-ins, and on-site visits to monitor business health and loan performance; facilitate Business Progress Reviews (BPRs) and file closures.
- **Advisory & Mentorship:** Provide one-on-one guidance on business planning, financial management, and operations; offer early intervention and crisis support to stabilize businesses.
- **Developmental Lending & Deal Flow:** Support clients through the lending process, review applications and financial projections, and identify opportunities for expansion financing.
- **Workshops & Community Engagement:** Deliver training sessions and capacity-building workshops tailored to Indigenous entrepreneurs; connect clients with external networks and resources.
- **Outcomes & Tracking:** Track client progress, repayment success, repeat lending opportunities, and administer client satisfaction surveys to drive continuous improvement.

Qualifications & Skills

- **Experience:** 2–4 years in commercial lending, portfolio management, small business consulting, or community economic development.

- **Education:** Post-secondary degree or diploma in Business Administration, Finance, Economics, Social Enterprise, or a related field (equivalent experience considered).
- **Financial Literacy:** Strong grasp of financial statements, cash flow forecasting, and basic business metrics.
- **Core Competencies:** Exceptional interpersonal and communication skills, strong problem-solving abilities, and strong organizational skills to manage a diverse caseload.

What We Offer

- Salary range of \$60,000 – \$80,000
- Comprehensive benefits package including Health & Dental insurance, Registered Pension Plan, professional development budget, and flexible working arrangements.
- A collaborative environment dedicated to making a tangible impact on local Indigenous communities.

How to Apply

Please submit your resume and cover letter to charleneb@docfdc.mb.ca by September 28, 2026. Interviews will be conducted on a rolling basis.

DOCFDC is committed to employment equity. Pursuant to Section 16 of the Human Rights Act, preference will be given to Indigenous applicants. Thank you to all applicants; only those selected for an interview will be contacted.