



IDENTIFICATION

Department	Position Title	
Prosper NWT	Manager, AI and Digital Transformation	
Position Number	Community	Division/Region
89-17675	Yellowknife	Finance & Programs / HQ

PURPOSE OF THE POSITION

The Manager of AI and Digital Transformation is responsible for leading Prosper NWT's internal modernization efforts by overseeing the implementation of artificial intelligence (AI) and digital technologies and systems that automate and optimize financial and operational processes. This includes overseeing the deployment of an integrated loan and investment portfolio management system to support origination, monitoring, reporting, and risk assessment, as well as enhancing quarterly dashboard reporting and internal workflows. The role also leads the organization's data analytics strategy, including streamlining data collection, analysis, and reporting to enhance governance, support strategic decision-making, and strengthen portfolio and risk management frameworks.

In addition to internal transformation, the Manager plays a key role in supporting AI and digital innovation among NWT businesses. This includes leading the integration of AI technologies into the Entrepreneurship and Business Support Centre, and developing tools, resources, and training programs to help clients adopt AI solutions aligned with their goals. As Prosper NWT's in-house expert on AI, digital technologies, tools, data analytics, and process improvement, the incumbent provides technical guidance to both internal teams and external stakeholders, ensuring that AI and digital transformation initiatives are strategically aligned and effectively executed.

SCOPE

Prosper NWT is a public agency of the Government of Northwest Territories (GNWT) and provides a range of programs and services to help Northern businesses succeed. The organization's mandate is to support the economic objectives of the GNWT in a manner that benefits the people and the economy of the Northwest Territories by: encouraging the creation and development of businesses; providing financial assistance to businesses; directly investing in businesses; and providing information and support to businesses and members of the public.



Prosper NWT plays a vital role in promoting economic development, financial independence, and community-level investment opportunities, particularly in small-market communities, where long-term business sustainability creates meaningful local employment and economic impact.

Reporting to the Director, Finance and Programs, the Manager of AI and Digital Transformation provides strategic leadership in advancing Prosper NWT's modernization and innovation agenda. The incumbent is responsible for implementing AI and digital systems and technologies that enhance operational efficiency, financial reporting, and portfolio management. This includes leading the automation and optimization of loan reconciliation processes, overseeing quarterly dashboard reporting, and managing the full deployment of integrated enterprise systems that enable data-driven decision-making and improved organizational performance.

As Prosper NWT's AI Implementation Specialist, the Manager leads both internal adoption and external deployment of artificial intelligence technologies, including the design and execution of a flagship AI integration initiative within the Entrepreneurship and Business Support Centre. This involves assessing organizational and client readiness, identifying high-impact use cases, analyzing implementation outcomes, and developing a comprehensive AI roadmap to support business innovation across the territory. The role demands a sophisticated blend of technical expertise, project management, data analytics, and stakeholder engagement to ensure seamless integration and alignment with Prosper NWT's strategic objectives.

Based in Yellowknife, the Manager supervises one direct report (Intern, Digital Transformation), oversees an annual O&M budget of approximately \$1 million, and supports compliance with the Access to Information and Protection of Privacy Act. Operating within a dynamic and evolving policy environment, the incumbent ensures Prosper NWT's business services are delivered with professionalism and consistency, contributing to the development of a resilient, diverse, and innovation-driven northern economy.

RESPONSIBILITIES

- 1) Lead AI strategy and integration across Prosper NWT, and champion its implementation within client organizations and across the broader NWT business community.**
 - Lead the integration of AI into the Entrepreneurship and Business Support Centre to support innovation and business development.
 - Assess organizational and client readiness, identify high-impact use cases, and develop a comprehensive AI roadmap.
 - Collaborate with partner organizations to build capacity and drive AI adoption across the NWT business ecosystem.

- 2) Provide expert leadership in AI, data analytics, reporting, and digital innovation.**
 - Act as the in-house authority on emerging technologies, offering strategic guidance to internal teams and external stakeholders.
 - Deliver training and advisory services to build organizational and community capacity in AI and digital transformation.



- Monitor industry trends and recommend innovations to enhance Prosper NWT's AI and digital technology implementation, data capture, and reporting capabilities and service delivery.

3) Lead the digital transformation of Prosper NWT's financial and operational processes.

- Champion the automation and optimization of Prosper NWT's financial and operational workflows.
- Design and implement digital solutions to improve efficiency, accuracy, and productivity.
- Collaborate across departments to ensure seamless integration of systems and tools aligned with organizational goals.

4) Direct the implementation and optimization of Prosper NWT's loan and investment portfolio management systems.

- Oversee the full lifecycle implementation of an integrated system supporting loan origination, monitoring, reporting, and risk management.
- Ensure system functionality meets strategic and operational needs and requirements.
- Coordinate with vendors and IT teams to deliver timely, effective solutions.
- Continuously improve system performance through stakeholder feedback and data-driven insights.

5) Advance data analytics and stress testing capabilities.

- Develop and maintain advanced data and reporting models to support strategic planning, decision making, monitoring, reporting and portfolio evaluation.
- Design and execute stress testing frameworks to assess financial resilience and inform risk mitigation strategies.
- Translate complex data into actionable insights for senior leadership and the Board of Directors.
- Develop and deliver descriptive and exploratory analytics and reporting on loan performance, borrower demographics, and sector trends.

6) Enhance data capture, reporting, governance, and compliance.

- Lead initiatives to improve data accuracy, operational efficiency, and reporting capabilities.
- Design, implement, and maintain automated dashboards and reports across all programs using tools such as Microsoft Power BI.
- Provide senior management with real-time insights to support evidence-based decision-making.
- Ensure timely delivery of quarterly and annual dashboards and reports with detailed financial and program performance reports.
- Support compliance with the *Access to Information and Protection of Privacy Act* through robust data governance practices.

7) Manage team development and strategic budget oversight.

- Supervise and mentor the Intern – Digital Transformation, fostering growth and project



success.

- Manage an annual O&M budget of approximately \$1 million, ensuring strategic allocation and fiscal accountability.
- Prepare budget forecasts, variance, and performance reports to support financial planning and resource optimization.

8) Cultivate strategic partnerships and promote economic development.

- Engage with government, community organizations, and business clients to advance AI and digital transformation and business development.
- Represent Prosper NWT in forums and working groups focused on innovation, technology adoption, and entrepreneurship.
- Support Prosper NWT's mission to build a resilient, diverse, and prosperous northern economy through digital innovation.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Occasional travel is required.

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of Prosper NWT's goals, objectives, and the socio-economic, business, and political environment in which its programs and services operate.
- Knowledge of legislation, policies, and procedures relevant to Prosper NWT's mandate.
- Knowledge in financial systems and software implementation.
- Knowledge of data analytics, including data integration, cleaning, and visualization using tools such as Microsoft Power BI or Tableau.
- Knowledge of predictive modeling, risk assessment, and performance forecasting methodologies.
- Knowledge of AI technologies and their application in business environments, including AI readiness assessment and roadmap development.
- Skills in SQL, Python, or similar data analysis tools.
- Knowledge of MS Office Suite (Word, Excel, PowerPoint, Teams, Outlook, Access), Adobe Acrobat Pro, and appropriate internet use.
- Understanding of Prosper NWT's financial and non-financial programs and support services.



- Experience in automating financial and reporting processes, including dashboard development and loan reconciliation.
- Technical skills in designing and maintaining live dashboards that support strategic decision-making.
- Project management skills, particularly in digital transformation and AI implementation initiatives.
- Interpersonal and customer service skills, with the ability to build and maintain strong client relationships.
- Networking and stakeholder engagement skills.
- Time management and organizational skills, with the ability to prioritize tasks and meet deadlines.
- Ability to lead and mentor staff and clients in digital transformation, data analytics, and AI adoption.
- Ability to work independently and collaboratively within diverse teams and cultural contexts.
- Ability to analyze complex data and make strategic recommendations.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.
- Ability to understand and address the impacts of colonization, institutional racism, and systemic bias, particularly as they affect Indigenous communities in the NWT.

Typically, the above qualifications would be attained by:

A bachelor's degree in Computer Science, Artificial Intelligence, Data Analytics, Finance, Business Administration, Information Technology systems, or related field and three years of relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is: ORAL

EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:



- Basic (B) Intermediate (I) Advanced (A)
 French preferred

Indigenous language: Select language

- Required
 Preferred