



National Indigenous
Collaborative Housing Inc.

Logement Coopératif
National Autochtone Inc.

Position Title:	Regional Program Funding Advisor – Four (4) Positions
Job Type/Location:	Full-time – Term Position; Remote Locations: Atlanta Canada/Quebec; Ontario/Nunavut; Prairies/NWT; British Columbia/Yukon
Salary Range:	\$ To Be Negotiated
Regular Weekly Hours:	35 hours per week (average); flexible
Created/Revised By:	J. Loucks
Created/Revised On:	August, 2023
Approved By:	NICHI Executive Committee

About NICHI:

The National Indigenous Collaborative Housing Inc. (NICHI) exists to uphold and advance housing as a human right for all Indigenous Peoples living in urban, rural and northern communities from coast-to-coast-to-coast. NICHI is built on a principle of cooperation and coordination of expertise amongst members, partners, and stakeholders committed to ensuring that no Indigenous person gets left behind because of where they live. It will roll out a national Urban, Rural, Northern (URN) Indigenous Housing Strategy, bring together Indigenous-led housing providers and fill a gap as a national coordinating mechanism. NICHI will harness the extensive Indigenous housing expertise to co-design and co-deliver a national URN housing strategy, distribute resources to Indigenous housing projects and support wrap-around services. Its governance, management and operational structures will utilize the strengths exhibited by Indigenous service organizations.

Position Summary:

Reporting to the Director, Business Operations, the Regional Program Funding Advisors are a key source of information and support for Canada's Indigenous housing organizations and communities. In support of their unique housing needs, incumbents in these roles are trusted advisors and a primary resource to assist with managing and administering all provisions set forth in funding agreements. The Regional Program Funding Advisors work closely with key stakeholders in each funded project with the goal of achieving successful and sustainable project outcomes.

Reporting:

These positions report to the Director - Business Operations.

Responsibilities:

- Develops business plans and priorities for area of responsibility to align with the organization's strategic goals; establishes and reports on key performance indicators and outcomes.
- Identifies and establishes key business relationships with Indigenous housing providers and communities to foster knowledge and understanding of unique housing related projects and manage funding opportunities.
- Analyzes, reviews and advises internal leadership and external stakeholders on innovative project opportunities, proposals, programs, legislation, policies and initiatives.
- Leads and/or participates in developing policy positions, options and initiatives for pressing or emerging community-based housing issues and opportunities.
- Acts as a primary resource and main point of contact to Indigenous housing providers and communities; provides expertise and helps to manage all funding provisions as set forth in each Funding Agreement.
- Develops and coordinates the implementation of program related legislation, policies, procedures and guidelines; monitors and assesses their effectiveness.
- Provides support to establish detailed project plans and manage deliverables in support of Funding Agreement provisions including project scope, timelines, budget allocation and reporting requirements.
- Plans and advises on expenditures, including coordinating and finalizing financial Funding Agreements for the delivery of projects and services; assists in the development and assessment of resource allocation for projects/programs.
- Develops project evaluation frameworks to coordinate and ensure effective project development and delivery; ensures compliance with all relevant internal policies and procedures.
- Regularly reviews progress and conducts audit analysis of project/program requirements against funding agreement provisions; identifies potential issues/challenges and provides advice to course correct as required; prepares briefings and reports.
- Follows through with housing organizations and communities to ensure satisfaction with expertise/advice provided; develops and submits close-out reports for each funded project and related assistance provided; maintains contact post project/initiative to offer support for future undertakings.
- Responds to inquiries and provides information / advice as appropriate; analyzes and assists with resolving complex issues that may be sensitive or high profile and involve multiple stakeholders who have competing priorities.
- Creates opportunities to develop capacity, assists with navigating the funding landscape and provide guidance with managing funding / grant proposals and agreements.
- Represents NICHU at meetings and events; establishes and maintains positive business relations / strategic partnerships with Indigenous housing organizations, government departments, agencies, the public, other stakeholders and NICHU team members; maintains a database of key contacts/networks.
- Develops and delivers presentations and facilitates meetings as required.
- Keeps current on housing initiatives, funding trends, and opportunities at the local/provincial/federal level; shares information as appropriate.
- Maintains a high level of professionalism, discretion and confidentiality.

Requirements:

- Post-secondary degree in business or a related field of study.
- Related and successful experience managing funding/grant proposals, administration and project management, preferably in an Indigenous, non-profit or community development organization.
- Experience in interpreting and applying legislation, regulations, or policies.
- Fluency in both official languages required for the Atlantic Canada/Quebec Region.

Knowledge, Skills and Abilities:

- A deep understanding of the social, cultural and economic challenges faced by Indigenous Peoples and communities, particularly in relation to housing.
- Knowledge of Indigenous rights, policies and frameworks related to housing and community development.
- Knowledge of local/provincial/federal funds/grants, funding and grant application processes and the subsequent administration, management and compliance of grant/funding provisions.
- Project management skills.
- Financial management expertise which includes budgeting, financial analysis and reporting.
- Proven communication skills using multiple channels of communication with a variety of internal and external stakeholders; is articulate and can verbally communicate well with others; has excellent writing skills; listens well.
- Skilled in the use of computers e.g. MS Office (Word and Excel), databases, email, internet; is open to learn other internal systems as required.
- Demonstrated time management skills; manages time and priorities effectively and efficiently and ensures deadlines are met.
- Valid driver's license; satisfactory result from a CPIC/criminal background check.

Personal Attributes:

- Interpersonal – (is personable and approachable and can build relationships / network with ease; has empathy, humility, and demonstrates respect for diversity and inclusion and is non-judgmental of others background, education, language, culture, etc.; must possess and demonstrate Indigenous cultural awareness and sensitivity)
- Service Orientation (builds a trusting working relationship with others and provides timely service, advice and information to meet their needs and objectives; follows through to ensure satisfaction)
- Results Focused (works to support the success of the others and the organization; is results focused; identifies opportunities to improve upon processes/ procedures to achieve quality outcomes on behalf of the organization)
- Adaptable (is patient and flexible; can self-regulate and switch gears or be interrupted without becoming stressed or overwhelmed; can adapt quickly to urgent situations)
- Teamwork (is a contributing member to the team; keeps others well informed; shares information to assist team members with learning and new, innovative approaches; participates in team-based opportunities/meetings)

- 🌈 Organization/Planning (keeps well organized; is efficient and works to ensure deadlines are met; organizes meetings; plans work flow and responsibilities independently; keeps calendar current)
- 🌈 Problem-solving/decision-making (reflects on/assesses and prepares for potential issues; can independently resolve sensitive or high profile issues that may involve multiple stakeholders with competing interests; suspends judgement until all facts/data are known; mediates disputes or conflict situations and looks for the middle ground if possible)
- 🌈 Detail oriented (analyzes detailed information to ensure significant details associated with funding agreements are identified and complete; ensures documents/reports and other deliverables are completed in a timely manner and that all detailed information is included)
- 🌈 Professionalism (understands and demonstrates the mission, vision, values of the organization; ensures confidentiality is maintained; has a sound work ethic; demonstrates integrity/honesty and is respectful of others and trustworthy)

Working Conditions:

- 🌈 Flexible to work at a distance in a hybrid working environment that involves travel within Canada as well as working non-routine hours (e.g., working on evenings or weekends) if necessary
- 🌈 Extended periods of concentration
- 🌈 Interaction with senior leadership and the Indigenous housing community
- 🌈 Working with tight deadlines, specifically with regard to producing reports and other materials

Acknowledgement and Agreement:

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have read, understand and accept the requirements as identified in the job description for the Regional Program Funding Advisor, National Indigenous Collaborative Housing Inc. (NICHl). I agree to perform all activities including those that may be assigned to me. I further understand and accept that failure to perform the duties as required may result in discipline up to and including termination of my employment with NICHl.

Employee (Print Name)

Date

Employee Signature

Director, Business Operations
(or assigned designate)

Date