

Position Title:	Regional Funding Advisor
Job Type/Location:	Full-Time – Remote/Hybrid Work at a Distance across Canada
Salary Range:	PM5 (96,235 - 104,044)
Regular Weekly Hours:	35 hours per week
Created/Revised By:	Danielle Cognigni
Created/Revised On:	April 2024; Revisions January & June 2025, February & July 2026
Approved By:	Chief Executive Officer

About NICHl:

The National Indigenous Collaborative Housing Inc. (NICHl) 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. NICHl 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. By establishing a national Urban, Rural, Northern (URN) Indigenous Housing Strategy, NICHl brings together Indigenous-led housing providers and fill a gap as a national coordinating mechanism. NICHl harnesses the extensive Indigenous housing expertise that exists 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.

Reporting:

This position reports to the Senior Manager, Operations

Position Summary:

The Regional Funding Advisor is a key source of housing related information and support for Canada's Indigenous communities and Indigenous-led housing organizations. The Regional Funding Advisor is a trusted and primary resource who assists with managing and administering all provisions set forth in approved funding agreements. With the goal of achieving successful and sustainable project outcomes, this role works closely with project stakeholders and ensures timely, frequent, and collaborative communication, compliance, and reporting protocols are followed. The Regional Funding Advisor also provides assistance to urban, rural, and northern communities to assist them with building capacity to identify and pursue funding opportunities and the application process. Additionally, this role supports NICHl's vision, mission and goal of enhancing its membership through outreach and relationship building with Indigenous housing providers.

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 funding opportunities.
- Creates opportunities to pursue funding opportunities by developing the capacity of housing applicants in urban, rural and northern Indigenous communities; assists with navigating the funding landscape and provides guidance and assistance with managing funding applications, proposals, and agreements, ensuring submissions are timely, accurate, and comprehensive.
- 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 effectively and efficiently manage all funding provisions as set forth in each 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 accordance with 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 with competing priorities.
- Builds relationships and assists with member outreach initiatives to Indigenous housing providers with the goal of increasing awareness and new member participation.
- Represents NICH I at meetings and events; establishes and maintains positive business relations / strategic partnerships with Indigenous housing organizations, government departments, agencies, the public, other stakeholders, and NICH I 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.
- Shares knowledge and learning outcomes with team members to enhance knowledge and expertise.
- Maintains a high level of professionalism, discretion, and confidentiality.
- In support of key operational goals; performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

- 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
- Experience working in the Indigenous housing sector or with Indigenous-led housing organizations is an asset

A combination of education, training, or work experience, which NICH I deems to be equivalent, may be considered

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 (Teams, Word, and Excel), databases, email, internet, and DocuSign; 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.
- Fluency in both official languages is considered an asset.

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)
- 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 workflow 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
- Travel within and outside of the home province/territory and to other provinces/territories in Canada
- 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 within tight deadlines, specifically regarding the need to produce reports and other materials
- Valid driver's license; satisfactory result from a CPIC/criminal background check