

Manager, Indigenous Priorities

Full-Time Permanent
British Columbia

Vancouver Foundation acknowledges that we carry out our work on the lands of Indigenous nations throughout colonial British Columbia. Our office is located on the unceded, ancestral, and traditional territory of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Selílwitlh (Tsleil-Waututh) peoples.

About Us

Vancouver Foundation is a community foundation that serves Vancouver and all of BC. We bring together the generosity of donors with the ideas and energy of people and communities across the province. Every year we fund a diverse mix of grants, both large and small, that help to build healthy, vibrant, equitable, and inclusive communities. Considered a leader in responsive grantmaking and systems change, Vancouver Foundation is the most significant funder of charities in BC outside of government.

As a community foundation, we're committed to ensuring everyone has a place in our mission. We are on a journey to actively align all aspects of our work — both internally and externally — to our commitment to equity, inclusion, and a more just society.

For a view into our world, please visit: www.vancouverfoundation.ca

About You

You have a well-rounded understanding of the charitable and philanthropic landscape in BC. You are comfortable working in flexible and adaptive environments. You thrive in change and ambiguity and work well in a variety of formal and informal teams and structures, adapting procedures and practices but keeping the end goals top of mind.

You are connected to Indigenous communities, Indigenous-led organizations, and Indigenous-led social change movements across the lands now known as BC. You are skilled in building and maintaining foundational relationships with Indigenous people to ensure Indigenous Priorities initiatives are relational, transparent, and accountable.

You are grounded in an Indigenous worldview while being adaptive to the diverse worldviews of Indigenous people we serve. You thrive when working in complexity and can create actionable workplans even within an uncertain context. You proactively seek opportunities to maximize impact and

bring a learning lens to all aspects of your work. You can hold space for difficult conversations and model behavioral shifts that drive positive cultural change.

You understand and apply an anti-oppression, decolonial, anti-racist, and feminist lens to the work. You uphold the values of the Foundation and support us to advance on our commitments, including the Philanthropic Declaration of Action on Reconciliation.

You're ready to join us as we explore and shape how Vancouver Foundation might do even more to align justice, equity, diversity, and inclusion with our culture and our mission.

About the Position

The Manager, Indigenous Priorities at Vancouver Foundation, is responsible for supporting strategic development that enables Indigenous priorities in BC to advance through Grants & Community Initiatives (GCI) resources. The role is intended to deepen the Vancouver Foundation's work to be in right relations with First Nations, Métis, and Inuit people and communities.

This is a newly created position intended to support the Indigenous Priorities Program. However, this position will also require both specialist and generalist skills to support other work across the GCI Department. Our main deliverables for 2022 will include strategic planning, executing an Indigenous evaluation process, and developing and implementing our Indigenous Priorities granting streams.

Main Responsibilities

Under the supervision of the Director, Indigenous Priorities:

Granting

- Support designing and delivering granting programs that advances Indigenous priorities, including identifying resourcing needs, coordinating communications, engagement with grant seekers, receipt assessments, and notifications
- Integrate innovative grantmaking practices that move us towards trust-based philanthropy and reciprocal relationships
- Co-develop and implement processes reflective of Indigenous ways of knowing, being, and doing
- Contribute to learning and evaluation strategies for future grantmaking

Project Management

- Develop actionable workplans to execute elements of the Indigenous Priorities Strategy
- Report on progress and recommendations to Director as required
- Ensure organizational priorities are integrated into the development of departmental annual objectives and individual work plans
- Produce reports and documents as needed, including the organization and presentation of background and context materials, data, and other information

Engagement

- Engage community members (including but not limited to land-based communities, Indigenous organizations, grantees, advisors, and/or donors) to identify opportunities for collaboration, gaps in services, and emerging issues
- Mobilize and facilitate learning opportunities that build capacity in external community stakeholders
- Seek opportunities to partner and leverage assets and expertise of Vancouver Foundation and external institutions, organizations, and individuals; negotiate partnerships and contracts that arise
- Manage key relationships ensuring consistent and clear communications

Leadership in Administration

- Oversee consultant contracts as required; provide clarity around expectations, timelines, and deliverables
- Represent the Foundation through participation in sector networks related to organizational priorities
- Manage internal and external meetings including logistics, attendance, agendas, record management, etc.
- Identify opportunities and make or act on recommendations for continuous improvement of all facets of work with assigned projects and programs
- Provide leadership to identified GCI projects and programs including planning, execution, budgeting, communication, correspondence, and collaboration
- Support the Director, Indigenous Priorities with emergent projects as they arise

Technical Systems

- Collaborate with other departmental liaisons to support alignment of data needs across the organization
- Support implementation of technology as needed to advance strategic goals

**All other duties as assigned by the Director, Indigenous Priorities

Desired Experience/Education/Skills

Core Competencies

- Self-awareness – Reflexive with reference to individual social location, power, and privilege, with a strong understanding of personal strengths and areas for growth.
- Emotional Maturity – Ability to maintain composure under pressure and handle multiple priorities.
- Strategic Focus – Engages stakeholders in developing, supporting, and implementing the strategic direction.

- Self-starter – Ability to organize and prioritize work and team logistics on multiple projects simultaneously and with minimum supervision.
- Decisive – Takes a systems approach to solving problems and making decisions in collaboration with stakeholders; exercises excellent judgement.
- Bias for Action – Uses a proactive entrepreneurial approach to take action and achieve desired outcomes.
- Service Orientation – Focuses on First Nations, Métis, and Inuit communities, and Indigenous organizations, grant seekers and other stakeholder experiences through interactions with the Foundation.
- Embraces Complexity – Seeks to learn from rather than manage complexity.
- Excellent Communication – Written and oral; effectively informs, influences, and persuades others.
- Culturally Safe – Ability to co-create a culturally safe working environment that is inclusive of diverse intersecting identities like gender identity, sexual orientation, and ability.
- Adaptable and Flexible – Ability to manage competing deadline pressures, ambiguity, and change.
- Understanding of anti-oppression, decolonization, anti-racism, and feminist theory and practice, and the ability translate it to our work.

Education and Experience

- Experience engaging with land-based protocols and diverse Indigenous worldviews
- Established relationships and networks in Indigenous non-profits and land-based nation communities across the territories we serve
- 3-5 years of progressive responsibility in not-for-profit or equivalent
- Experience in project and/or program management, development, planning, execution, and evaluation
- Good analytical, research, and report writing skills

Technical Requirements

- Excellent technical skills that include ability to use a range of software applications including CRM and/or grants management software
- Strong knowledge and competence in MS Office suite
- Ability to develop engaging presentations for diverse audiences

Accountability

The Manager, Indigenous Priorities is directly accountable to the Director, Indigenous Priorities.

Salary

\$74,500 annually plus a generous and comprehensive benefits package.

Hours of Work

This position is a full-time permanent position (35 hours per week).

Location

Our head office is located in downtown Vancouver. Through our remote working policy, there is an opportunity to work from home across BC. If interested, please identify your requested location during the hiring process and we can discuss the conditions required under our policy.

Accessibility

Vancouver Foundation's office is located on the second and third floors of the building with an elevator for access to the office. There is an accessible, gender-neutral washroom inside the second floor office. Vancouver Foundation has instituted a hybrid working model, with both work from home and in-office options available to staff. The hybrid work options are position-dependant.

We are committed to the principles and practices of an inclusive and equitable employment process. Our goal is to be representative of the communities we work with, and we encourage applicants from communities which are structurally marginalized based on race, colour, religion, nationality, social or ethnic origin, sex, age, disability, sexual orientation, gender identity and/or expression. We welcome applicants from all communities.

How to Apply

If this sounds like you, we welcome a brief cover letter and resume in one document by January 23, 2022 to jobs@vancouverfoundation.ca and **be sure to quote position number 2021 - 13 in the subject line.**

Pursuant to S. 41 of the BC Human Rights code, preference may be given to Applicants of Indigenous, Métis, or Inuit heritage.

We kindly ask for no phone calls please. Applicants will receive an emailed response confirming receipt of their resume submission. Due to the high number of applications Vancouver Foundation receives, only candidates who are selected for an interview will be contacted. Periodic updates regarding recent postings are published on our career page after the application deadline has expired. We thank all applicants for their interest in the Vancouver Foundation.