



First Nations  
**FINANCIAL  
MANAGEMENT  
BOARD**

**CONSEIL  
DE GESTION  
FINANCIÈRE** des  
Premières Nations

Job Description

**INDIGENOUS RELATIONS MANAGER**

April 2022

## Position Overview

Reporting to the Director of Strategic Opportunities, the Indigenous Relations Manager supports the advancement of FMB's overall Indigenous Relations work. Duties include identifying and implementing Indigenous outreach opportunities to allow advocating for the needs of First Nations.

The Indigenous Relations Manager should have a passion for making a difference in the lives of Indigenous people, and for high quality standards suitable for First Nation governments and organizations. This position requires a high level of external client relation building with stakeholders by planning and supporting Indigenous-related projects.

## Accountabilities

- Identifies opportunities and strategies for addressing concerns and interests that arise through consultation and engagement;
- Plan, coordinate, participate and implement events, meetings, and workshops for and relating to Indigenous engagement and consultation, as required.
- Collects, analyzes, and reports out on consultation feedback to help identify issues of concerns;
- Creates a clear, long-term vision for ongoing engagement with Indigenous peoples, organizations, communities, and governments;
- Lead the development of initiatives in support of engagement and consultation activities;
- Works with Chiefs, Councils, and community members to explore and support the interests and needs of Nations;
- Creates opportunities for collaborative dialogue and regular communications with the First Nations communities and organizations;
- Supports the development and implementation of business and relationship agreements that contribute to strong and lasting connections with First Nations communities;
- Identifies mutually beneficial partnerships supports and services, as well as opportunities for collaboration, gaps in services and emerging issues;
- Conduct research into matters relating to Indigenous issues and opportunities that emerge through meetings with Indigenous groups;
- Build and enhance meaningful, long-term relationships with Indigenous communities, government, and staff;
- Collect feedback from First Nations, synthesize the feedback and effectively communicate to FMB Leadership.
- Manage the development and maintenance of Indigenous consultation and engagement records.
- Leads the development and implementation of engagement and consultation strategies and plans with First Nation communities and organizations for policies, programs, and projects;
- Identifies areas of focus or priority of effort; ensures common understanding of current issues, activities, and key messages;
- Provides strategic advice pertaining to Indigenous initiatives to the Strategic Opportunities team;
- Plans and coordinates consultation and engagement with First Nations and Indigenous organizations;
- Leads the development and implementation of project-specific Indigenous relations communications.

The Indigenous Relations Manager performs other special projects and duties as assigned.

## Qualifications

- University Degree in Indigenous studies, public relations, business development, social sciences, or relevant field; graduate degree;
- Three (3) years of relevant experience working with Indigenous communities, organizations, or peoples;
- Indigenous cultural awareness including extensive knowledge of current and past Indigenous issues, culture, and peoples in Canada;
- Experience conducting surveys is an asset;
- Advanced interpersonal and relationship building skills with strong ability to perform on tight deadlines;
- Solid knowledge of the principles, theories, concepts and practices of the Indigenous relations/consultation field and related functions;
- Willingness to participate in ongoing education and training for the role including Indigenous studies;
- Superior communication skills and an excellent command of written and spoken English; French language skills an asset.

An equivalent combination of education and experience may be considered.

## Competencies

### Relationship building

- Ability to share and deliver information in a respectful and tactful way with multiple stakeholders;
- Strong interpersonal skills to create a clear understanding of expectations; address escalated challenges and issues, and to positively represent the FMB to clients and stakeholders;
- Demonstrates empathy and compassion for complex Indigenous issues;
- Strong ability to collaborate with First Nations on a variety of sensitive and confidential topics.

### Communications

- The ability to express and transmit information with consistency and clarity, summarizing information according to the audience to promote engagement and increase understanding;
- Convey information in a way that is confident, professional, and easy for others to understand;
- Uses active listening techniques to effectively understand provided feedback.

### Environmental Awareness

- Show commitment to the organizational vision and strategic goals by acting in accordance with organizational expectations and through having a solid understanding of the internal environment;
- Adaptable to an evolving work environment, open to new ideas, and encourage others to value change;

### Problem Solving/Analytical

- Analyzes and interprets the strategic direction of FMB, has a clear and firm understanding of the vision, mission, values, and objectives, uses that information to develop responsibilities, tasks, goals, and initiatives that align with long term plans and growth;
- Identifies information needed to clarify a situation by seeking information from appropriate sources and analyzing all possibilities to come up with an effective solution;

- Effectively manages multiple priorities and tackles issues using a logical, systematic, sequential approach.

### **Work Conditions**

- This position can be based in West Vancouver, BC, Winnipeg, MB, Ottawa, ON or Montreal QC. Remote working may be considered;
- May require occasional national travel.