



INDIGENOUS
PEOPLES
RESILIENCE
FUND

Director, Communications and Systems

Job Description



Director, Communications and Systems – Indigenous Peoples Resilience Fund

About the Indigenous Peoples Resilience Fund

The Indigenous Peoples Resilience Fund (IPRF) is an Indigenous-led, community-driven fund that supports Indigenous communities across Canada. Grounded in Indigenous values and worldviews, the IPRF provides grants and resources to initiatives that enhance community resilience. We focus on supporting Indigenous-led solutions that empower communities, advance sovereignty, and foster a resilient future for Indigenous Peoples.

Who are we looking for?

We are seeking a strategic and innovative Indigenous professional to join our team as the Director, Communications and Systems. This role will lead the development and implementation of communications strategies and organizational systems that enhance IPRF's operational efficiency and storytelling capabilities.

The ideal candidate is an experienced communicator with a passion for advancing Indigenous narratives, combined with strong technical and organizational skills to ensure effective system management. You will bring a mix of creative vision and technical acumen to enhance IPRF's brand, storytelling, and digital infrastructure.

This role reports directly to the Chief Executive Officer.

Compensation for this role is between \$95,000 and \$135,000 plus group benefits.

Working Conditions

- **Position Type/Expected Hours of Work:** Full-time, 37.5 hours per week, with occasional evenings and weekends.
- **Location:** Remote anywhere in Canada, with availability aligning with 9–5 EST hours.
- **Travel:** Up to 20% of your time may be required to attend national events, team retreats, or partner engagements.



Responsibilities

Strategic Communications (40%)

- Responsible for developing and implementing a comprehensive communications strategy to amplify IPRF's mission, values, and impact.
- Accountable for the creation and distribution of content across multiple platforms, including social media, website, email newsletters, and reports.
- Responsible for serving as the primary point of contact for media relations, managing inquiries, building relationships with media outlets, and accountable for drafting press releases.
- Accountable for ensuring consistent branding and messaging across all communications materials.
- Accountable for developing storytelling initiatives that highlight the work of Indigenous communities supported by IPRF.
- Responsible for leading the production of the annual report and other key publications, ensuring they align with IPRF's values and strategic goals.
- Responsible for creating partnership and pitch materials to support IPRF's development.

Systems Management (40%)

- Accountable for optimizing digital tools including the full Zoho Suite, (CRM system, project management software, accounting software, and others) to ensure effective use by the team.
- Responsible for leading the development and implementation of new systems to support organizational growth and efficiency.
- Accountable for ensuring data integrity and security, maintaining accurate and up-to-date records across platforms.
- Responsible for training the team members on digital tools and best practices, ensuring seamless adoption and use.
- Responsible for troubleshooting and resolving technical issues in collaboration with external IT support providers.



Internal and External Relationship Building (20%)

- Responsible for fostering effective internal communication processes to ensure alignment across the team.
- Consulting with the CEO, partners, and stakeholders to align communications and systems with organizational priorities.
- Responsible for building and maintaining relationships with Indigenous communities, philanthropic organizations, and other partners to amplify IPRF's reach and impact.

Skills and Qualifications

Required:

- Indigenous (First Nations, Métis, or Inuit).
- 5+ years of experience in communications, digital systems management, or related fields.
- Demonstrated experience developing and implementing communication strategies.
- Strong technical skills, including experience managing CRM systems and other digital tools.
- Excellent written and verbal communication skills, with the ability to craft compelling narratives and clear technical documents.
- Experience with media relations and digital storytelling.
- Strong organizational and project management skills, with the ability to manage multiple priorities in a fast-paced environment.
- Familiarity with the philanthropic or non-profit sector, especially as it relates to Indigenous communities.

Preferred:

- Experience working with Indigenous organizations or communities.
- Experience supporting fundraising campaigns and donor relations.
- Proficiency in an Indigenous language and/or French is an asset.
- Familiarity with governance models and best practices in organizational systems management.
- Graphic design or multimedia production experience.



Join Us

This is an exciting opportunity to shape the communications and systems that support the Indigenous Peoples Resilience Fund's transformative work. If you are passionate about advancing Indigenous-led solutions and bringing technical expertise to strengthen our mission, we encourage you to apply.

Please email your resume and cover letter to Janine Manning, CEO, at janine@iprfund.ca, using the subject line "Director, Communications and Systems," by Friday, January 24, 5 p.m.