



INDIGENOUS
PEOPLES
RESILIENCE
FUND

Manager, Executive Office and Governance

Job Description





Manager, Executive Office and Governance – 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. Our focus is on supporting Indigenous-led solutions that empower communities, advance sovereignty, and foster an abundance and resilient future for Indigenous Peoples.

Who are we looking for?

We are seeking a dynamic Indigenous professional to join our team as the Manager, Executive Office and Governance. This role will play a key part in the day-to-day operations of the IPRF's leadership and governance activities, supporting the Chief Executive Officer and the IPRF Advisory Council. You will ensure that the organization's governance structures and processes are effective and align with IPRF's values and mission.

The ideal candidate is highly organized, self-motivated, and detail-oriented, with an understanding of governance and administrative support. You will have an understanding of the philanthropic or non-profit sector, and a keen ability to manage communications and logistics. You enjoy working in a fast-paced environment, managing multiple priorities, and contributing to IPRF's overall success.

This role reports to IPRF's Chief Executive Officer. Compensation for this role is between \$70,000 and \$95,000 plus group benefits..

Working Conditions

Position Type/Expected Hours of Work: regular full-time hours of 37.5 hours per week, with the requirement to work some evenings, weekends, and holidays.



Location: Remote anywhere in Canada, availability must align closely with Chief Executive Officer hours during 9-5 EST hours.

Travel: Up to 20% of your time may be required to attend annual philanthropic events and quarterly governance and strategic meetings.

Responsibilities

Executive Office Management (30%)

You are responsible for managing the day-to-day operations of the Executive Office, including scheduling, correspondence, and file management for the Chief Executive Officer. This includes:

- Responsible for scheduling and coordinating all internal and external partnership meetings for the Chief Executive Officer, including meetings with Indigenous communities, philanthropic organizations, individual donors, consultants, media, etc.
- Responsible for developing and maintaining Executive Office processes, including the preparation of agendas, minutes, and follow-up actions from key meetings.
- Responsible for maintaining accurate and up-to-date content in the CRM system and a new governance portal, ensuring easy access to documents for the Advisory Council and team.
- Informing internal teams on key decisions and updates from the Executive Office and Advisory Council to ensure clarity across the team and alignment with organizational goals.
- Responsible for scheduling regular team meetings, preparation of agendas, maintaining minutes, and communicating follow-up actions.
- Responsible for updating and maintaining the team calendar with key meetings, internal and external events, and holidays, and sending out-of-office reminders.

Governance Administration and Coordination (30%)

You are responsible for managing all governance activities, including the coordination of the IPRF Advisory Council and Committee meetings, task forces, and other working groups. This includes:



- Responsible for preparing, updating, and managing the annual governance calendar and work plans, in collaboration with the Advisory Council and Chief Executive Officer.
- Responsible for creating agendas, preparing meeting materials, and recording accurate and timely minutes for all Advisory Council and Committee meetings
- Responsible for being the primary point of contact for the Advisory Council on document requests, meeting logistics, and other governance-related inquiries.
- Responsible for overseeing all travel logistics and expense claim processing for Advisory Council members and the Chief Executive Officer, ensuring timely and accurate reimbursements.
- Responsible for ensuring the timely follow-up of action items and requests from the Advisory Council, ensuring that they are addressed and tracked.
- Responsible for coordinating all meeting logistics, both virtual and in-person, including venue bookings, travel arrangements, accommodations, and audiovisual needs for meetings and events.
- Responsible for making website update requests about governance.

Policy and Compliance (20%)

You are responsible for maintaining all corporate governance files and records. This includes:

- Responsible for maintaining compliance with the Canada Revenue Agency (CRA) regulations for charitable organizations, including the accurate filing and record-keeping of all required governance documents, annual returns, and financial reports.
- Responsible for ensuring IPRF meets transparency requirements including conflict of interest declarations and others.
- Responsible for coordinating the preparation and submission of materials for the Annual General Meeting (AGM), including the annual report, financial statements, and any documentation required to meet legal obligations as a registered charity.
- Responsible for ensuring compliance with governance policies and procedures, including the development and periodic review of governance documents.
- Responsible for drafting, editing, and copy-editing policies and documents, ensuring that governance materials are clear, accessible, and aligned with IPRF's values.



- Responsible for preparing and maintaining Council and Committee documents in the new board portal, ensuring access to the most up-to-date materials.
- Informing external partners on governance-related updates, as necessary, to ensure transparency and accountability.

Advisory Council Engagement (30%)

You are responsible for developing and implementing strategies to engage the Advisory Council and Committee members. This includes:

- Responsible for organizing training, onboarding, and orientation sessions for Advisory Council and Committee members.
- Consulting with the Advisory Council and Chief Executive Officer on strategies to strengthen governance structures, engagement, and leadership development.
- Informing Advisory Council members on relevant updates and communication from the team and the team on relevant updates from the Advisory Council, ensuring ongoing dialogue and engagement with the IPRF's mission.
- Perform other job-related duties as assigned.

Skills and Qualifications

- You must be Indigenous (First Nations, Métis, or Inuit)
- 3+ years of experience providing governance and/or administrative support.
- Demonstrated experience in preparing meeting agendas, taking minutes, managing action items, and supporting board or committee operations.
- Experience managing travel logistics, expense claims, and other administrative processes for executive teams and governance bodies.
- Strong organizational skills with the ability to manage multiple priorities and deadlines in a fast-paced environment.
- Experience with corporate governance policies and compliance activities, including maintaining records, conflict of interest registries, and governance files.
- Excellent written and verbal communication skills, with a high level of attention to detail, including copy editing and drafting governance documents and policies.
- Ability to work independently and take initiative in a self-directed role, ensuring that governance processes are effective and transparent.



- Familiarity with the philanthropic, non-profit, or community development sectors, especially as they relate to Indigenous communities.
- Proficiency with digital tools such as CRM systems and virtual meeting platforms.

Preferred

- Experience working with digital governance platforms and project management tools.
- Familiarity with Indigenous governance models and best practices in community engagement.
- Fluency in an Indigenous language and/or French is an asset.

Join Us

This is a unique opportunity to play a pivotal role in supporting the governance and leadership structures of the Indigenous Peoples Resilience Fund. If you are passionate about Indigenous-led governance and are ready to take on a key role in advancing IPRF's 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 "Manager, Executive Office and Governance," by Friday, January 24, 5 p.m.