

## JOB POSTING

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POSITION TITLE:	Funding Navigator
REPORTS TO:	Director of Finance and Administration
CLASSIFICATION:	Fixed term contract – Duration: Six (6) Months
SALARY:	\$35.62/HR - \$45.07/HR
LOCATION:	Toronto, Ontario
POSTING DATE:	September 15, 2023
CLOSING DATE:	September 29, 2023, at 4:00pm (EST)

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The ANCFSAO is a provincial association of member Indigenous Child Well-Being Agencies mandated to build a better life for all Indigenous children through policy development, analyses, research, and advocacy in promoting the delivery of culturally based, quality family services to Indigenous populations in Ontario.

### POSITION SUMMARY

Reporting to the Director of Finance and Administration, the Funding Navigator is responsible for planning, organizing, controlling, and monitoring the organization's financial management related to Indigenous Services Canada - First Nations Child and Family Services Reform, Jordan's Principle, and the Canadian Human Rights Tribunal.

The incumbent must understand that structure and guidance are critical to successful organizations. With a keen eye for detail and the ability to see things from multiple perspectives, the Funding Navigator will thrive in a small team environment shaping the future direction of the organization with a ground floor opportunity in a growing field.

### KEY JOB FUNCTIONS

- Review all Department of Indigenous Services Canada (DISC) documentation related to the Canadian Human Rights Tribunal (CHRT) Court Orders, with specific attention to service and financial reporting.
- Train and support Member representatives to develop budgets, CHRT reports, formal DISC service and financial reports, financial policies and procedures, and databasing procedures.
- Train and support Member representatives to review all Jordan's Principle documentation related to the Jordan's Principle Orders specific to service and financial accessibility from a Member perspective.
- Assist Member representatives to develop budgets, reporting templates, formal service and financial reporting templates, finance policies and procedures, and databasing procedures as applicable to Jordan's Principle.

### QUALIFICATIONS

- Bachelor's degree in Accounting, Business Administration or Commerce, or related appropriate field of study
- Four (4) or more years experience in financial reporting, budgeting, and forecasting.

- Proven experience writing proposals, policies, procedures, and reports.
- Experience conducting financial analysis and risk management.
- Experience working with Indigenous people, organizations and communities.
- Must possess superior communications skills both written and oral.
- Must possess strong technical proficiency with software applications/programs as required (i.e. MS Office, particularly Word, PowerPoint, Excel and Outlook).
- Professionalism and ethical behaviours
- Proven analytical and problem-solving abilities.
- Highly self-motivated and directed. Keen attention to detail

#### **WORKING CONDITIONS AND LOCATION**

- The role is a hybrid position and requires a suitable home office set up.
- Travel is required across Ontario for meetings and stakeholder consultations. A valid Driver's License and safe driving record as well as access to a reliable vehicle is preferred.
- Clear Police Records Check and Vulnerable Sector Check are required.

All employees with the Association of Native Child and Family Services of Ontario (ANCFSAO) are required to follow the Mission, Vision, and Values of the organization in all circumstances.

#### **TO APPLY**

Please email with the Subject Line, Funding Navigator, along with the following items to [HRGeneral@ancfsao.ca](mailto:HRGeneral@ancfsao.ca) by no later than September 29, 2023.

- A cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
- Resume (include 3 work related references).

Incomplete applications will not be considered. Only those selected will be contacted for an interview. Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self identify.**

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

Our Agency is committed to an inclusive and barrier-free environment for all our candidates and employees. Should you at any time have an accessibility need or have any questions regarding the recruitment process, please contact [HRGeneral@ancfsao.ca](mailto:HRGeneral@ancfsao.ca)