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## EMPLOYMENT OPPORTUNITY

### SENIOR BUSINESS ANALYST / CORPORATE SECRETARY

**Full-time, Permanent position  
(open to hybrid work from the Akwesasne or Ottawa office)**

#### **ABOUT FNMHF**

The First Nations Market Housing Fund (the “Fund”) is a registered not-for-profit trust created by the Government of Canada in 2008. The Fund is led by a board of 9 Indigenous trustees from across Canada. The head office is located ‘on-reserve’ in the Mohawk Territory of Akwesasne, with one satellite office located in Ottawa, Ontario.

Our mandate is to help facilitate access to financing for loan-based housing in First Nations communities; and to create the capacity in First Nations communities to support and sustain loan-based housing programs.

As we work towards increasing the opportunities for on-reserve loan-based homeownership, our vision is that *“Every First Nation family has the opportunity to have a home on their own land in a strong community”*.

The successful candidate will be eligible for flexible work hours, hybrid working options, a competitive salary and benefits package. In addition, Indigenous employees, who meet CRA criteria for working ‘on-reserve’, will have the opportunity to earn tax free income.

#### **POSITION SUMMARY**

Reporting to the Executive Director, the Senior Business Analyst/Corporate Secretary provides substantive analysis, research, reporting and support services to the Fund. The position develops the Fund’s business plan, annual report, business reports and submissions. The role functions as a safeguard to the integrity of the governance framework and compliance with regulatory requirements, including the Indenture of Trust. The position ensures the records or minutes of the Trustee’s actions during Committee/Board meetings reflect the proper exercise of those fiduciary duties.

#### **KEY ACCOUNTABILITIES**

##### **Business Analysis and Research**

- Undertake complex and non-routine analyses such as examination of current practices and assumptions through gathering, incorporating, manipulating and validating information/data and anticipating impacts.
- Research and define solutions to potential impacts and formulate recommendations and advice as needed.
- Develop improvements to business services and systems, ensuring needs identification and recommendations toward implementation of new initiatives.
- Provide analysis and research best practices to support design and implementation



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of Fund standards, processes, systems and reporting mechanisms.

- Assist in identifying and exploring mutually beneficial initiatives and opportunities with clients and stakeholders.
- Review/approve issuance of electronic financial transfers (EFT) for the payment of Fund expenditures. Facilitate the release of EFT payments as required.

### **Business Plan/Report Development**

- Develop the Fund's business plan, annual report, business reports, and submissions by steering and integrating the input of contributors and setting schedules and standards for the content.
- Provide input on forecasting requirements and the development of performance measures for tracking.
- Provide advice and guidance on the integration and development of refined indicators over time.
- Provide guidance and advice to the Fund's team on linking strategic matters to indicators and performance measures, reporting processes and communication of developments or business impact.
- Assist in the formulation/development of budgets.
- Oversee the publication of the Business Plan Summary and Annual Report in both official languages, including directing design/publication and quality control support through third-party providers.
- Prepare various quarterly business reports for purposes of presentation to Committees/Board of Trustees.
- Research and develop new reporting formats as required/requested by the Committees/Board of Trustees.

### **Governance Framework and Compliance**

- Safeguard the integrity of the governance framework and compliance with regulatory requirements, including the Indenture of Trust.
- Manage Board and Committee meeting logistics, development of agenda items, preparation and posting of relevant meeting materials.
- Record minutes of all Board and Committee meetings and facilitate Board communications.
- Maintain key corporate documents and records.
- Assist in the training and development of Trustees and facilitate the orientation process for new Trustees.
- Monitor and ensure compliance obligations are met according to relevant laws and the requirements under regulatory authorities, including the Indenture of Trust.
- Provide analysis and research of best practices to support the effective operation and fiduciary responsibilities of the Committees and Board of Trustees.
- Conduct periodic reviews and provide recommendations according to updates of Committee mandates.



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### **Team Member**

- Work as a team player promoting a positive and professional work environment and conducts role with integrity and respect.
- Demonstrate culturally and ethically appropriate behavior and comply with the standards of conduct developed for FNMHF.
- Abide by the policies and procedures of FNMHF.
- Abide by the Occupational Health and Safety Act, and work in a manner that is safe, reporting incidents immediately to direct supervisor.
- Perform other duties as assigned in order to meet the overall goals and objectives of FNMHF.
- Operate within the culture and core values of the organization.
- Maintain knowledge and expertise in relevant fields.

### **EDUCATION AND EXPERIENCE**

- University degree in Finance, Accounting, Business Administration, or a related discipline.
- Five (5) to seven (7) of experience in similar positions with increasing responsibilities.
- A combination of education and related experience will also be taken into consideration.

### **KNOWLEDGE AND SKILLS**

- Knowledge of the FNMHF's overall objectives, strategy and policies and a solid understanding of its operations and processes.
- Sound knowledge of business principles, procedures for business process analysis and performance monitoring techniques.
- Ability to research, analyze and interpret a wide variety of data and provide recommendations.
- Proficiency in Microsoft Word, Excel and Power Point.
- Excellent organizational skills, analytical thinking and logical reasoning and the ability to undertake and complete multiple, concurrent tasks.
- Demonstrated ability to work independently and in a team environment.

### **ORGANIZATIONAL VALUES**

All work at FNMHF must be done in line with the organization's values:

**LOVE** - We are committed to addressing the needs and interests of First Nations individuals, families, communities, and Nations in safe and sustainable ways.

**HUMILITY** - We remain open to new ideas that help us better fulfill our mission and responsibilities.

**RESPECT** - We work at the pace of each First Nation, respond to their diversity, and care for the communal nature of the land.



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**COURAGE** - We are willing to do our part to decolonize, engage in reconciliation, promote the changes necessary to increase loan-based home ownership, and celebrate success.

**HONESTY** - We are clear about our focus on loan-based housing, our ability to support other housing needs of Indigenous Peoples, and our willingness to be accountable.

**WISDOM** - We know when to listen, learn, advocate, collaborate, and innovate.

**TRUTH** - We acknowledge that broad solutions are needed for the housing realities that Indigenous Peoples face on a daily basis and that loan-based housing is only one part of the solution.

### **APPLICATION INFORMATION**

We invite qualified candidates to send their resume and cover letter telling us why you think you would be a great addition to our team at the FNMHF to [info@fnmf.ca](mailto:info@fnmf.ca) no later than September 30, 2022.

As preference in hiring may be given to Indigenous candidates, all applicants are encouraged to self-identify. Although English is the working language, please also indicate your level of understanding of French and any Indigenous language.

We thank all applicants for their interest. Please note, only those selected for an interview will be contacted.