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## **EMPLOYMENT OPPORTUNITY**

### **SENIOR PROGRAM OFFICER**

**Full-time, Permanent position  
(open to hybrid work arrangements)**

#### **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 Director of Programs, the Senior Program Officer (SPO) supports the overall goals of the Trust mandate between private lenders and First Nations to enable community citizens the same housing choices and opportunities to build, buy or renovate a home on reserve lands.

The SPO is responsible for assessing, evaluating, and providing recommendations as part of the application assessment review process. The position conducts community site visits with First Nation administrators and leadership and through assessment of each community provides a written evaluation report. The role involves assessing proposals and developing funding agreements to support capacity development needs and skills training as identified with the Nation.

The SPO engages in client consultation, relationship building, data gathering and reporting. The incumbent provides substantial input to ongoing program development and ensures operational efficiency and effectiveness according to fiscal and legal requirements.



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## **KEY ACCOUNTABILITIES**

### **Credit Enhancement and Assessment**

- Coordinate preliminary review activities for the credit enhancement program (CE) with First Nation (FN) leadership and administrators.
- Conduct review of applications from FN according to documentation and compliance standards and consult with the Finance team for assessment.
- Prepare preliminary review letters with summary initial application forms. Follow up with Finance concerning unique circumstances and requirements in relation to applicants.
- Prepare and coordinate meetings for onsite visits with various FNs for review of CE applications, ensuring completion of worksheet prior to visit.
- Conduct Fund presentation at onsite meetings and provide detailed explanation of CE and CD. Gather any outstanding documentation and conduct one-on-one sessions with key staff as necessary.
- Re-assess and revise applications/documentation and make changes according to recommendations from the Finance team. Complete CE access review criteria document, update summary application document with recommendations and submit to the Director of Programs for review and approval.
- Finalize the approval process of CE applications through submission of reviewed forms/documents to management for signature of approval.
- Prepares CE approval letter and send documents to the Administrator (Executive Director) for final approval.
- Issue letter to FN along with agreement templates for legal review, ensuring confirmed acceptance of legal agreements and legal comments.
- Monitor and track legal comments/feedback of approval letter with management and/or FN.
- Organize the CE/CD implementation steps through preparation of customized draft documents for CD Letter of Agreement, Indemnity Agreement and FN profile outline etc.
- Perform CE reassessment process for FN as required.

### **Capacity Development**

- Coordinate capacity development (CD) planning such as the development of CD presentation and CD work plan according to CE review.
- Deliver presentation with FN and facilitate CD planning session with a focus on program strengthening, new projects, timelines, CD plan etc.
- Confirm CD plan acceptance with First Nation and management.
- Organize CD program commencement through review of CD funding request from FN, confirmation of alignment with CD plan and LoA, documentation request and recommendations to management, communication to FN of approval and CD provider availability for training etc.
- Submit CD provider biography and confirm acknowledgment of acceptance from FN for preparation of proposal and feedback/discussion with management.
- Coordinate procurement activities to facilitate training including input of training



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schedule, initiation of approval process and FN review and signature.

- Determine any deficiencies concerning CD provider/consultant and expected deliverables; confirm and recommend invoice payment for CD training services.
- Assess product inventory system and review and recommend suitable products for promotion within FN. Prepare product descriptions and add to existing inventory of products.
- Monitor CD monthly schedule and obtain FN adoption of final product(s); recommend closing of schedule and prepare CD schedule amendments as needed.
- Facilitate review and update of CD plan on an annual basis with FNs including updated plans to management and FN, request and review of CD timeline, determination of amendment to CD Letter of Agreement, management approval and FN signature etc.

### **Relationship Building**

- Organize FN community contacts through establishing and monitoring of key contacts for CD and CE.
- Confirm preferred methods of contact and develop further networks/connections for program orientation
- Coordinate the selection of CD and CE consultants to FN including role description and expectations, FN orientation and approval details, steps for re-engagement with FN and support with ongoing management of relationships with FN as necessary.
- Develop networks and maintain an active and productive relationship with First Nations stakeholders, lenders and insurers.
- Monitor the impact of change in leadership including the senior management team and proactively engage stakeholders.
- Develop presentation regarding the Fund and existing relationships. Provide presentation to support new leadership and follow up with background material.
- Manage CE/CD planning next steps in accordance with any new leadership/administration, ensuring update of agreements or amendments as necessary.

### **Business Planning and Reporting**

- Conduct business planning through review of CE and CD status reports, strategic planning and new business initiatives.
- Support the development of business process and policies, e.g., IT, occupational health and safety, emergency planning etc.
- Manage activities that relate to CD database reporting including opening and closing CD schedules, confirmation of deliverables, activity updates, change of activities, meeting notes etc.
- Coordinate related reporting forms for storage on designated drive such as CE process documents and templates.
- Provide risk management reporting on a quarterly and annual basis.



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- Provide management report concerning data for site visit sessions, CD sessions, community visits, reengagement updates etc.

### **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 behaviour 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 Social Sciences, Finance, Business Administration or a related discipline.
- Seven (7) years 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.
- Knowledge of program development and delivery, financial analysis, business planning and reporting.
- Sound knowledge of housing finance environment.
- Ability to solve practical problems and deal with a variety of variables.
- Ability to interact with the management team and convey ideas, processes and results.
- High level of attention to detail and accuracy and ability to make effective decisions and solve problems.
- 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.



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## **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.

**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@fnmhf.ca](mailto:info@fnmhf.ca) no later than June 7, 2023.

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.