



**Fondation
Rideau Hall
Foundation**

Manager, Knowledge Mobilization

Permanent, Full-Time

Igniting our Shared Potential

The Rideau Hall Foundation (RHF) is an independent and non-political charitable organization that serves to shine a light on Canadian excellence, and to create the conditions for more Canadians to succeed and to thrive.

Today the RHF has become a catalytic platform to connect people, causes and organizations which – while they will exist for differing purposes – share a common belief in and commitment to the potential of Canada. As a non-Indigenous organization, the Rideau Hall Foundation acknowledges that it can play a significant role in supporting reconciliation through allyship, advocacy and action.

A new position reporting into the Director of Indigenous and Northern Relations, the Manager, Knowledge Mobilization will work as a knowledge broker, leading key research, advocacy and thought leadership projects, including leading the research agenda and knowledge mobilization strategy, liaising with stakeholders, designing and managing projects, and creating content that is reflective of Indigenous ways of knowing, doing and being.

For more information on RHF, please see: <https://www.rhf-frh.ca/>.

We look forward to hearing from you as to what you can add to our dynamic team and what we can learn from you and your experience.

RESPONSIBILITIES

- Develop and manage the organization's research and knowledge mobilization agenda.
- Develop and maintain a knowledge translation strategic action plan incorporating relevant community stakeholder perspectives.
- Identify opportunities and develop mechanisms for knowledge mobilization across RHF initiatives and partnerships.
- Support Indigenous-led research initiatives, following Indigenous-based research standards.
- Support internal stakeholders by providing guidance and support on best practices and processes.
- Leverage data and insight produced by other departments to use in knowledge translation, advocacy and thought leadership work.
- Interpret and identify key results from research evidence and succinctly summarise findings in plain language.
- Produce content for knowledge translation, advocacy and thought leadership activities.
- Design, organize, facilitate, and evaluate knowledge sharing events and represent the content and organization.
- Compile and maintain inventories of knowledge mobilizations best practices, literature, tools, resources, and capacity building materials.

- Contribute to the development of key performance indicators, monitor implementation and evaluate knowledge mobilization process, outcomes, and sustainability.

QUALIFICATIONS AND COMPETENCIES

- A minimum of 4 years working within and/or related to the fields of Indigenous studies, research and knowledge mobilization.
- Minimum of a bachelor's degree in Indigenous studies, Education or a related field, Master's degree or a PHD in same an asset.
- Proven ability to contribute to the building and maintenance of relationships with Indigenous Nations, representative bodies, organizations, communities and peoples required.
- Demonstrated understanding of Indigenous research ethics and principles required.
- Experience working on collaborative projects with researchers, partners and other stakeholder groups/organizations, including community organizations and policymakers required.
- Strong English written and verbal communication skills, bilingualism an asset, creativity, and the proven ability to understand and translate scientific literature into lay language for both general and targeted audiences.
- Experience with and/or knowledge of Indigenous cultures, languages and histories within Canada.
- Ability to nurture an environment that fosters a sense of cultural safety and humility.
- Strong understanding of the Truth and Reconciliation Report (TRC), the National Inquiry into Missing and Murdered Indigenous Women and Girls (NIMMIWG), and United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).
- Exceptional attention to detail, a professional demeanor, strong facilitation and interpersonal skills to run large group interactive discussions virtually and in-person and engage diverse audiences, building partnerships/collaborations between diverse groups of stakeholders from a variety of sectors.
- Thorough understanding of all aspects of knowledge mobilization (e.g., generation, synthesis, product development, knowledge translation and exchange, dissemination, management, evaluation) and how they can be operationalized.
- Excellent office administration and organization skills and strong competency in Microsoft applications including Word, Excel, and Outlook.

WORKPLACE ENVIRONMENT

- The RHF is a dynamic work environment that values collaboration, creativity and trying new things.
- Flexibility to work select evenings and weekends as required and travel across Canada.
- RHF is located in Ottawa, ON. This position may be based in Ottawa (hybrid of work from home and at the office) or outside of Ottawa.

Anticipated Hiring Range: \$90,000.00 - \$109,000.00 + benefits, retirement plan and home office/equipment support (for more information on these offerings, please feel free to reach out).

Candidate must successfully pass all required security clearances.

Please submit your resume and covering letter to the following address by May 25th, 2022:

KathyBedard@McConnellHRC.com.

We thank all candidates for their interest; however only those selected for an interview will be contacted.

The RHF welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.