



**Fondation
Rideau Hall
Foundation**

Manager, Indigenous Teacher Education Initiative (ITE) - Permanent Full-Time Position

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.

RHF is 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.

With partners across all sectors, the RHF works to build a better Canada through a range of initiatives linked to learning, leadership, giving and innovation. Grounded in values of equality and access to opportunity, our initiatives are national and create positive impact in every province and territory.

As a key member of the Indigenous Teacher Education Initiative Team, in this new role the Manager, Indigenous Teacher Education Initiative (ITE) is responsible for full cycle grant management related to the ITE initiative.

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

RESPONSIBILITIES

- Full cycle grant management including annual calls, Letters of Intent (LOI), adjudicator preparation, evaluation process and primary grant applicant/LOI contact.
- Ensure grant application evaluation tools reflect best practices.
- Monitor and report on successful grant recipient work/projects.
- Collaborate with knowledge management team members to identify gaps in research related to Indigenous Education.
- Coordinate with the Development team to support proposal writing and funding-related reports.
- Identify, analyze and mitigate program risks.
- Effective coordination and communication with team members, departments, partner organizations and stakeholders based on the specific needs of the ITE program with an emphasis on clear, transparent communication.
- Monitor the program; implementing and managing changes and interventions to ensure project goals are achieved.
- Responsible for travel, conference and symposium planning – including budgeting, procurement, logistics, communications, post-event follow-up, and coordination with partners.
- Carry out other duties as appropriate and as assigned by their manager.

QUALIFICATIONS AND COMPETENCIES

- A post-secondary degree or a combination of relevant training, education and experience.
- A minimum of 3 years in a similar position working with Indigenous organizations and grant-related programs.
- Experience working with Indigenous Communities and knowledge of diversity of Indigenous peoples and worldviews within Canada.
- 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).
- Demonstrated ability to work with senior leaders and partners in the private and not-for-profit sectors towards effective grant management.
- Proven ability to contribute to the building and maintenance of relationships with Indigenous Nations, representative bodies, organizations, communities and peoples.
- Proven work experience in grant management.
- Proven work experience in stakeholder management.
- Experience using grant-related CRMs; specific experience with Salesforce an asset.
- Strong English written and verbal communication proficiencies, bilingualism in French and English an asset, knowledge of Indigenous languages an asset.

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 possible 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: \$72,000 - \$85,000 + home office/equipment support (for more information, please feel free to reach out).

Candidate must successfully pass all required security clearances.

Please submit your resume and covering letter to Megan Iob (megan@McConnellHRC.com) by November 22, 2023.

The Rideau Hall Foundation is an equal opportunity employer. We strongly encourage applications from all qualified candidates, including those who are Indigenous, Black, racialized, LGBTQ2S+, women, persons with disabilities, members of visible minorities and other equity-seeking groups. We seek to build a workforce that reflects the communities we serve.

The Rideau Hall Foundation will provide accommodations upon request during the recruitment, selection and assessment process for candidates with a disability.

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