



Employment Opportunity Director of Programs

Are you passionate about supporting First Nations communities and advancing housing initiatives? Look no further! Join us in making a meaningful difference in Indigenous housing across the nation. Apply now to be part of our expanding team!

The First Nations Housing Professionals Association (FNHPA) is seeking dedicated individuals to join our growing team. As the only Canada-wide center for professional standards, certification, and services for First Nations housing professionals, FNHPA plays a vital role in setting national standards, providing education and certification programs, fostering communication and knowledge-sharing, and supporting programs that directly impact the goals of First Nation housing departments.

Reporting to the Chief Executive Officer, the Director of Programs is responsible for overseeing the design, delivery, and continuous improvement of the organization's programs, services, and member-focused initiatives. This role ensures that programs and learning offerings align with organizational priorities, respond to emerging community and industry needs, and deliver meaningful value and impact for members and stakeholders.

With a primary focus on programs and member services, the Director of Programs leads stakeholder engagement efforts, oversees program operations and participant experience, and ensures services are culturally relevant, community-informed, and outcome-driven. Working closely with the Director of Corporate Services, the role translates organizational strategy into actionable plans and aligns program delivery with operational systems, reporting, and organizational priorities.

Position Type: Full-Time
Salary Grid: \$102,051 to \$153,076
Location: Remote in Canada

DUTIES AND RESPONSIBILITIES

Operational Excellence:

- Translate organizational strategy into operational priorities and actionable plans, in collaboration with the Director of Corporate Services
- Support effective coordination and execution of programs and services across departments

Stakeholder Engagement:

- Lead and implement stakeholder engagement strategies to strengthen relationships with members, partners, communities, and industry stakeholders
- Foster collaboration and engagement to support program relevance, participation, and organizational impact

Program Strategy & Design:

- Oversee Regional Relations, MRP, Housing & Wellness, and Education departments
- Lead the design and development of programs, services, and learning offerings
- Oversee curriculum and program development processes
- Identify emerging member, community, and industry needs to inform program priorities





- Ensure alignment between programs and organizational strategic objectives
- Promote culturally relevant, inclusive, and community-informed approaches across all initiatives

Program Delivery & Experience:

- Oversee the effective delivery of programs and services
- Ensure a high-quality member and participant experience across all touchpoints
- Monitor participation, engagement, and service utilization levels
- Address operational issues and barriers impacting program delivery and effectiveness

Quality, Impact & Knowledge:

- Define program outcomes, impact measures, and success indicators
- Monitor and evaluate program performance and effectiveness
- Lead continuous improvement initiatives to strengthen program quality and outcomes
- Maintain organizational knowledge, research, and industry insights
- Use data, evidence, and stakeholder feedback to inform decision-making and improve impact

Planning & Reporting (in collaboration with the Director of Corporate Services):

- Develop and coordinate annual organizational workplans
- Monitor KPIs and program performance indicators
- Prepare reports for the CEO, Board of Directors, and funders
- Provide operational insights and recommendations to support decision-making
- Ensure alignment of planning and reporting across all functions
- Maintain consistency between data, KPIs, and organizational reporting

Team Management & Leadership:

- Foster a culture of collaboration, innovation, and excellence within the team
- Provide leadership and direction to team members to achieve FNHPA's goals and objectives.
- Set clear expectations and goals for each team member
- Provide team members with regular feedback on their performance
- Effectively implement FNHPA's performance management program and provide recommendations for salary adjustments.
- Ensure adherence to FNHPA's policies and procedures
- Proactively identify, address, and resolve HR situations and conflicts
- Collaborate with other departments to achieve FNHPA's objectives
- Develop and implement strategies to enhance team efficiency and effectiveness
- Foster a safe and healthy work environment

WORKING CONDITIONS

- Perform all tasks in a culturally responsive manner, aligned with FNHPA's vision, mission, and objectives.
- Collaborate with diverse stakeholders, including public and First Nation communities, Chief and Council members, administrative staff and FNHPA members
- Manage multiple deadlines and interruptions
- Work effectively and efficiently in a flexible office environment
- Possibility of occasional travel, requiring flexibility to work in various locations and schedules as necessary.





EMPLOYMENT REQUIREMENTS

Education:

- Bachelor's degree in Business Administration, Indigenous Studies, Public Policy, Statistics, Social Sciences, or a related field required
- A combination of advanced education and relevant experience will be considered for exceptional candidates

Experience:

- Minimum of 10 years of progressive experience managing community development, business development, research, or program evaluation in First Nations programming or First Nation data governance
- At least 7 years of experience in a management or leadership role, overseeing teams and complex projects
- Demonstrated experience developing and implementing large-scale community-based or not-for-profit initiatives

Skills and Abilities:

- Strong understanding of First Nations governance, data sovereignty, cultures and housing needs
- Excellent organizational, communication, and leadership skills
- Experience with e-learning platforms and curriculum development
- Proven ability to manage budgets and write funding proposals
- Strong analytical skills
- Attention to detail and accuracy
- Ability to be discreet and maintain a high level of confidentiality
- Excellent organizational and prioritization
- Strong judgment and problem-solving skills
- Demonstrated ability to work under pressure and to adapt to a changing environment
- Must have access to a personal credit card to accrue approved business-related travel and work-related expenses, e.g. accommodation, with reimbursement provided in accordance with FNHPA's Travel Policy.

Assets:

- Hold a FNHP designation and be in good standing
- Bilingual in other First Nation languages and/or French

If you have the required qualifications and can fulfill the roles and responsibilities noted please forward your resume and cover letter by email to sabrina@fnhpa.ca to the attention of Sabrina Shahidi, HR Manager.

Persons of First Nation ancestry will be given preference (s. 16(1) CHRA). Applicants are asked to self-identify in their cover letter.

Applications will be accepted until July 17, 2026 at 12:00 p.m. EST. Only successful candidates will be contacted.

Thank you in advance for your interest in this opportunity.

