



EMPLOYMENT OPPORTUNITY

Software Project Manager First Nations Finance Authority

No. 2024-IT-01
Internal/External



Who we are:

Located in the beautiful Okanagan Syilx territory on Westbank First Nation, First Nations Finance Authority or FNFA is a First Nations-owned and operated national not-for-profit organization that has been supporting First Nation communities across the country since 2005.

Our goal is to support First Nation member communities and organizations to realize their futures on their own terms by offering the best financing and investment rates and terms to build prosperity and success for current and future generations. Learn more: www.fnfa.ca

Our organization encourages development, learning, and diversity and likes to have fun. We are a small team that works hard for our members but recognizes the importance of your time outside of office hours. Our organization is never boring - there are always new projects and initiatives to support our Indigenous communities across the country. We are passionate about seeing our member Nations prosper and succeed on their own terms.

Job Summary:

The Software Project Manager takes direction from and reports to the IT Manager. The incumbent will primarily be responsible for ensuring a successful deployment of FNFA's software development project. This position is responsible for maintaining the project plan and keeping it on schedule. They manage, prioritize, and designate tasks for the software development team. Further, they will oversee deadlines and that major development milestones are met. They also will be involved in business requirement gathering, specification, or correction.

The Software Project Manager utilizes Microsoft Azure DevOps to coordinate our development team. They will create tickets within this system for tasks or issues that are identified by the software review team. They will run the daily SCRUM meeting to keep the development team on schedule and will create reports on development for the IT Manager and the executive team to review.

Primary Job Responsibilities:

- Maintains the Project Plan by defining tasks, dependencies, and milestones.
- Allocates resources and sets timelines.
- Gathers and analyzes project requirements, working closely with IT manager and cross-functional teams to define scope and objectives.
- Estimates projects costs and budgets while allocating resources efficiently.
- Handles scope changes and change requests while assessing the impact of changes on project timeline and budget.

- Creates and maintains project documentation and reports on progress.
- Oversees testing process to ensure software meets quality standards.
- Manage priorities and ensure all deliverables are completed as per the agreed timelines.
- Coordinates software development team using Azure DevOps.
- Reports to IT manager and executive team providing updates, status report, and addressing concerns.
- Participates in other project activities as required.
- Attends weekly Department meetings as required.
- Leads daily SCRUM meetings as required.
- Leads cross-functional teams for requirements gathering and refinement.
- Facilitates communication between team members, ensuring everyone is aligned with project goals.
- Attends meetings and conferences to support other FNFA Departments as required.

Who Can Apply:*

The ideal candidate will have:

- Bachelor's Degree or Diploma in Information Technology or Business Management.
- Knowledge of Microsoft software infrastructure stack
- 3 to 5 years of demonstrated experience including the following:
- Experience with M365 office productivity systems (Exchange, Outlook, Excel, SharePoint, Teams, etc.)
- Software development methodologies (Agile, Waterfall, Scrum).
- Understanding of project management methodologies.
- Familiarity with C#, Typeset, and SQL.
- Familiarity with Microsoft Azure framework.
- Strong understanding of DevOps environment.
- Version control (GIT)
- Strong customer focused interpersonal skills.
- Proven analytical thinking, planning, prioritization, and execution skills.
- Excellent written and verbal communication skills.
- Demonstrated computer proficiency skills.
- Excellent interpersonal skills.
- Personal resilience.
- Strong organizational skills with keen attention to detail.
- A professional, responsive, and positive work attitude is essential.
- Resourcefulness, flexible and adaptable.
- Good time management and ability to establish clear priorities.
- Experience with accounting and finance are considered an asset.

<i>Starting Compensation:</i>	\$80,000 - \$90,000 (dependent on qualifications and experience)
<i>Benefits:</i>	<ul style="list-style-type: none"> • Work/life balance - our workdays are 8:00 am to 4:00 pm, weekdays • Retirement contribution matching of 6% • 100% Employer paid extended health benefits • Generous vacation package • Employee wellness programs • Career development (FNFA believes in mentorship and professional development)
<i>Location:</i>	The successful candidate will preferably work at our head office in Westbank, BC. The workplace setting may be flexible dependent on the location of the successful candidate.
<i>Duration:</i>	Full-time position
<i>Application process:</i>	<p>Please email your resume and cover letter with three work-related references of immediate supervisors to: careers@fnfa.ca</p> <p>We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted. FNFA may cancel, postpone, or revise employment opportunities at any time.</p> <p>*Qualified persons of Indigenous ancestry will be given preference in accordance with Section 16.1 of the <i>Canadian Human Rights Act</i>; therefore, please self-identify in your cover letter.</p>
<i>Application Deadline:</i>	May 17, 2024 or until position is filled.