



EMPLOYMENT OPPORTUNITY

Policy Analyst

No. 2025-POL-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 to realize their futures on their own terms by offering the best financing, investment options 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 First Nations communities across the country. We are passionate about seeing our member Nations prosper and success on their own terms.

Job Summary: The Policy Analyst plays a critical role in supporting FNFA's vision by providing research, analysis, and public policy advice to senior management on issues impacting FNFA, our members and Indigenous Peoples in Canada.

The position requires extensive knowledge and experience with research, analysis, writing, planning, and public policy development. This position will also require extensive knowledge of Indigenous socio-economic issues, stakeholder engagement practices, preparation of high-quality briefing documents, drafting of reports, correspondence, memorandums and conducting analyses of legislation and regulatory matters for Senior Management, all which support Indigenous self-determination and strong governance.

This position requires occasional travel.

- Primary Job Responsibilities:*
1. Conducts in-depth research and analysis on issues that impact FNFA, our members and Indigenous peoples in Canada. This might include, but is not limited to:
 - Treaty rights and related obligations
 - Indigenous self-determination and effective governance practices
 - Indigenous rights in law and policy
 - Socio-economic conditions of Indigenous Peoples
 - Impacts of government policies on Indigenous communities and organizations
 2. Analyzes existing public policies, relevant legislation and propose modifications to address emerging challenges, ensuring they are evidence-based and feasible.
 3. Prepares and presents public policy analysis, discussion papers, briefing materials, reports, articles, correspondence and presentations for internal and external audiences.
 4. Develops clear and concise policy recommendations, based on rigorous analysis, and present findings to decision-makers in a compelling manner for senior management.
 5. Engages, consults and builds strong relationships with rightsholders, e.g. FNFA

members and prospective members, as well as other key networks, e.g., federal/provincial government officials; other external organizations; local government officials; and other interest groups, to gather input, build consensus, and promote policy initiatives.

6. Shares information regarding the public positions of First Nation governments with the federal and provincial governments and other external agency representatives as part of policy development exercises as directed.
7. Participates in and contributes to relevant policy consultations and engagement processes and discussions as directed.
8. Stays abreast of current research and best practices in Indigenous policy and reconciliation.
9. Provides information and assistance in response to inquiries in a timely and professional manner.
10. Contributes to the planning and operation of annual events and other events related to the portfolio.
11. Provides regular progress reports on work assignments and alerts supervisor of potentially sensitive or critical issues.
12. Participates in periodic meetings.
13. Performs other duties as required.

Who Can Apply:*

The ideal candidate will have:

- Bachelor's degree in political science, public policy/administration, Indigenous studies, or similar discipline
- Strong understanding of Indigenous history, culture, and has experience working with First Nations communities or Indigenous organizations is a requirement.
- Strong project management experience required.
- Must have 5 years of relevant employment or consulting experience, in the federal, provincial, local government or non-governmental sectors:
 - Conducting policy research and analysis
 - Consultations with stakeholders
 - Preparing policy positions, briefing materials, reports and presentations
- Knowledge of relevant legislation (Indian Act, First Nations Fiscal Management Act, UNDA)
- Knowledge of public policy planning, framework development, implementation, monitoring, issues management; and the role of each level of government.
- Understanding of research and analytical methods including statistical methods and survey techniques.
- Experience with stakeholder consultations and engagement frameworks, strategies and procedures.
- Written and oral communication skills and attention to detail.
- Highly developed organizational skills and problem-solving skills to manage multiple priorities.
- Proven track record of producing results within timelines and quality requirements consistently.
- Excellent judgement and the ability to carry out a wide variety of assignments within established parameters.
- Able to develop and maintain positive working relationships with colleagues, elected officials and First Nations members upholding the highest standards of tact, discretion and professionalism.
- Proficient with Microsoft Office Suite, and Adobe Acrobat.

Starting Compensation:	\$85,000 - \$115,000 (dependent on qualifications and experience)
Benefits:	<ul style="list-style-type: none"> • Work/life balance – our workdays are typically 8:00 am to 4:00 pm, weekdays • Retirement contributions of 6% • 100% Employer paid extended health benefits • Generous paid time off • Employee wellness programs • Career development (FNFA believes in mentorship and professional development)
Location:	The successful candidate will work in the National Capital Region.
Duration:	Full-time position.
Application process:	<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>This is a newly-created position.</p> <p>*Qualified persons of Indigenous ancestry will be given preference in accordance with Section 16.1 of the Canadian Human Rights Act and Section 41.1 of the B.C. Human Rights Code; therefore, please self-identify in your cover letter.</p>
Application Deadline:	Until the position is filled.