



PATHWAYS
EXECUTIVE SEARCH



Director, Finance and Operations



**INDIGENOUS
PEOPLES
RESILIENCE
FUND**

The Organization

The Indigenous Peoples Resilience Fund (IPRF) is a national Indigenous-led charitable organization dedicated to supporting Indigenous communities and organizations across Canada. Established in 2020 in response to the immediate impacts of the COVID-19 pandemic, IPRF has evolved from an emergency-response fund into a growing force in Indigenous philanthropy, working to shift resources, decision-making, and long-term investment into Indigenous hands. Communities know what communities need, and that principle continues to guide IPRF's work.

Grounded in Indigenous values and accountable to the communities it serves, IPRF provides flexible, community-driven funding that supports health and healing, food security and sovereignty, cultural revitalization, capacity building, and other locally identified priorities. Since its inception, the organization has delivered more than 30 funding intakes and supported Indigenous-led initiatives from coast to coast to coast. In 2023 alone, IPRF distributed nearly \$3 million to Indigenous communities and organizations across Canada.

Today, IPRF is entering an important new phase of growth. As it strengthens partnerships, expands its team, and advances a capitalization strategy aimed at building a \$250 million Indigenous-led fund, the organization continues to bridge Indigenous communities and the philanthropic sector while remaining firmly rooted in community priorities, trust-based relationships, and Indigenous self-determination.

Vision

Within the relations of all – to live well.

Ambition

Grounded in the values of the People served, the IPRF honours the voice of Indigenous communities and organizations.

Approach

IPRF believes that communities know what communities need. Through Indigenous-led philanthropy, the organization works to move resources, decision-making authority, and long-term capital closer to community, while fostering relationships built on trust, reciprocity, and accountability.

Learn more about Indigenous Peoples Resilience Fund [here](#).

The Opportunity

IPRF is entering an important stage of organizational growth. As the organization expands its team, strengthens its internal systems, and builds greater operational independence, it is seeking a **Director, Finance and Operations** to help shape the infrastructure needed for the future. Reporting to the CEO, the Director will provide strategic leadership across finance, operations, compliance, organizational systems, and human resources, while working closely with the team, Finance Committee, and external partners to support continuity and organizational development. This is an opportunity to build on a strong foundation and help create the systems, policies, and practices that will enable IPRF to grow sustainably and direct more resources to Indigenous communities and organizations across Canada.

Key Responsibilities

Operational Planning (20%)

The Director, Finance and Operations is responsible for managing the operational planning of IPRF. This includes:

- Developing and maintaining the annual operating plan and budget, working closely with the CEO to ensure the budget aligns with IPRF's strategic priorities.
- Tracking progress on overall organizational goals and objectives.
- Ensuring the operational infrastructure is in place to support the growth and expansion of IPRF programs and initiatives.
- Consulting with the CEO on the strategic direction of IPRF.

Financial Planning (20%)

- Developing IPRF's annual budget, in consultation with the full team and with strategic direction from the CEO.
- Ensuring IPRF tracking on a quarterly basis its progress against a board-approved budget and, where appropriate, re-forecasting.
- Ensuring partnerships and opportunities are evaluated.

Key Responsibilities continued

Operational Compliance (20%)

The Director, Finance and Operations is responsible for ensuring IPRF's operations align with internal policies and external regulatory requirements. This includes:

- Maintaining and updating organizational policies to ensure compliance with regulatory requirements and best practices.
- Managing the organization's insurance policies, ensuring adequate coverage for all operational and programmatic activities.
- Being responsible for the accurate and timely filing of statutory and regulatory reports, such as annual returns and government filings.
- Developing, tracking, and managing contracts, service agreements, and funding agreements.
- Maintaining an organized CRM system to store and monitor all agreements and related documentation.
- Supporting external audits, ensuring all financial and operational records are accurate and accessible.
- Generating compliance reports for the CEO and Advisory Council, highlighting key compliance risks or issues.

Oversight – Finance, Systems, Communications, and Human Resources (40%)

The Director, Finance and Operations provides oversight over IPRF's team and culture, systems, finance and communications, as well as direct leadership and coaching to the operations team, supporting their professional growth, well-being, and accountability. The Director is accountable for the work of the Manager, Finance and Systems, Manager, Administration and Governance, and Manager, Community Engagement.

Key Responsibilities continued

Finance:

- Is accountable for the basic bookkeeping of IPRF, including tracking expenses, processing invoices, and ensuring accurate financial records.
- Is accountable for travel agent relationships, bookkeeping, and processing team travel requests.

Systems Oversight:

- Provides strategic direction for the use and continuous improvement of digital tools, systems, and data infrastructure across the organization.
- Is accountable for the implementation and optimization of technology platforms (e.g., Zoho Suite) to enhance operational efficiency and data integrity.

Communications:

- Is responsible for the development and execution of IPRF's communications strategy to ensure alignment with the IPRF's mission and storytelling priorities.
- Ensures consistent branding and messaging across all platforms and materials.
- Acts as a key liaison with the CEO and Director, Community Impact to align communications across IPRF initiatives and partnership priorities.

HR:

- Ensures IPRF has a healthy, collaborative, and culturally grounded workplace culture rooted in Indigenous values
- Is accountable for recruitment, onboarding, performance management, and professional development in collaboration with the Manager, Administration and Governance and the CEO.
- Is responsible for any HR-related issues management.

Compensation

Compensation for this role is between \$95,000 and \$135,000, plus group plan benefits.

Location and Work Arrangement:

This is a remote opportunity that can be based anywhere in Canada. Candidates located in Toronto, or within approximately two to three hours of the city, are strongly preferred given the close working relationship with the CEO and the need for occasional in-person meetings. IPRF also has access to office space at Foundation House in Toronto.



The Candidate

The ideal candidate is an Indigenous leader (First Nations, Métis, or Inuit) who is deeply committed to Indigenous self-determination and community-led approaches to change. They are a collaborative and adaptable leader with considerable experience in financial management and organizational operations, ideally within a charitable, nonprofit, philanthropic, or similarly complex environment. They bring sound judgment, strong financial stewardship, and the ability to understand and strengthen interconnected systems spanning finance, compliance, administration, technology, and people and culture. Comfortable working through change and learning new systems, they can balance strategic oversight with practical implementation and collaborate effectively with staff, committees, and external partners. They lead with integrity, cultural humility, and respect, and are motivated by the opportunity to build the organizational capacity that supports Indigenous-led, community-driven work.

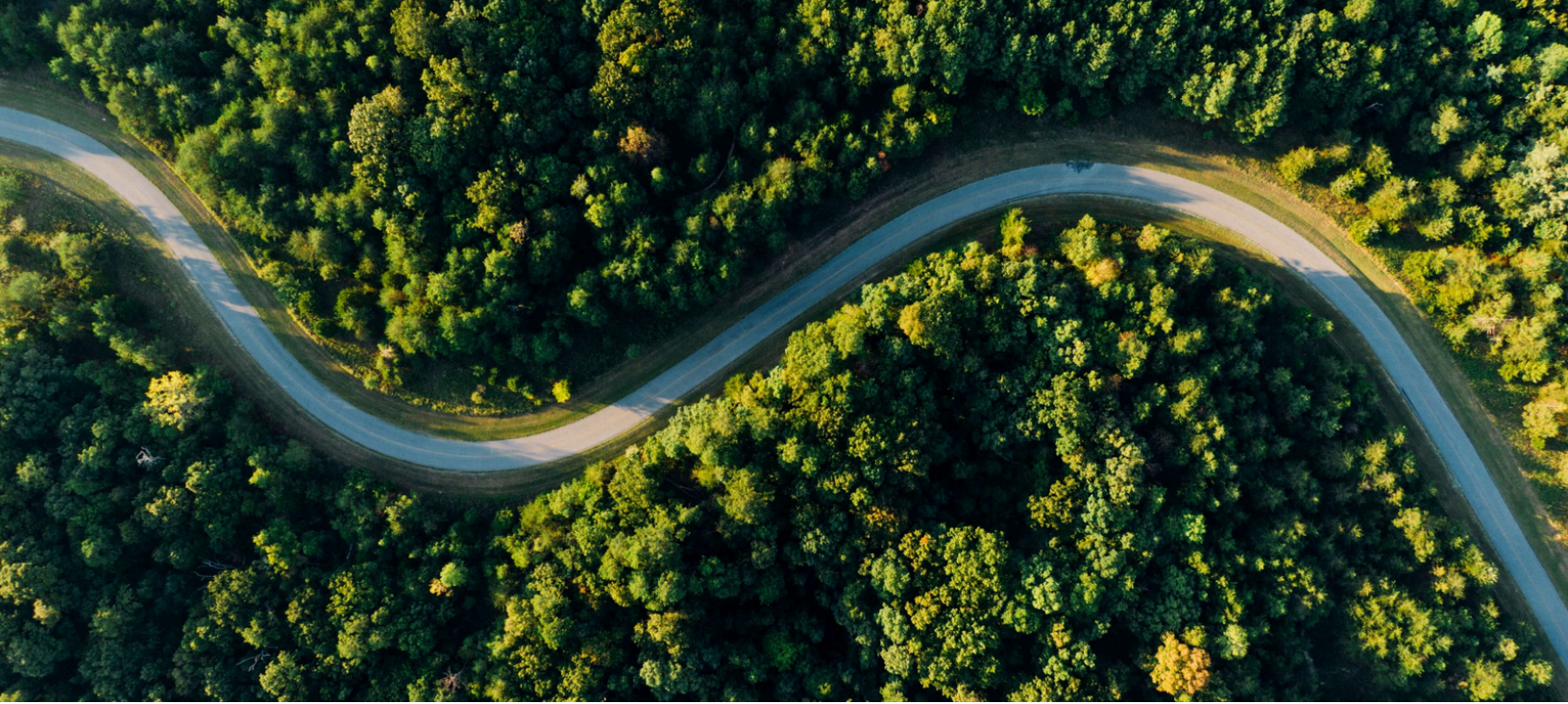
The Candidate continued

Skills and Qualifications

- Six or more (6+) years of progressive leadership experience in operations, finance, administration, or related roles, ideally within a philanthropic, non-profit, or community-led organization.
- Working knowledge of HR and non-profit compliance and regulatory systems.
- Demonstrated experience in strategic financial planning, budgeting, and oversight, including working with external auditors, compliance reporting, and funder accountability.
- Proven track record of managing teams with a values-based leadership style, including hiring, coaching, performance management, and fostering a positive and inclusive work culture.
- Strong understanding of governance structures, including experience working with or supporting boards or advisory councils.
- Skilled in operational systems management, including CRM platforms, data infrastructure, and digital workflow tools.
- Exceptional project management and organizational skills, with the ability to manage multiple complex initiatives simultaneously.
- Clear and compelling communicator, able to engage internal teams, partners, and communities with clarity, warmth, and cultural humility.
- Demonstrated ability to uphold and champion Indigenous values and principles within organizational decision-making and workplace practices.
- Comfortable working in a remote, digital-first environment, with strong self-direction and time management skills.

Preferred

- Familiarity with grantmaking and partnership management tools, including CRM and digital workflow systems.
- Fluency in an Indigenous language and/or French is an asset.



The Application Process

To apply, please submit a cover letter and resume in PDF format to Pathways Executive Search outlining your interest, qualifications, and experience.

Email: Applications@PathwaysExecutiveSearch.com, including **IPRF – Director, Finance and Operations** in the subject line.

For more details or to further explore this important strategic leadership opportunity, please contact:

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Pathways Executive Search is an international executive recruitment firm, known for its ability to attract and recruit talent in culturally grounded ways. Guided by Indigenous values and principles of Indigenous inclusion, Pathways walks with those looking to broaden candidate pools, find qualified and experienced candidates, and live out their values and commitment to creating workplace cultures where people can thrive.