

Manager, Policy & Research, Indigenous and Northern Communities

Job Posting

We are seeking a **Manager, Policy & Research, Indigenous and Northern Communities** to join the Community Initiatives department. The Policy & Research Manager will lead and implement policy, research, and systems change initiatives focused on Indigenous and Northern communities. This role will bring together partners, facilitate community-informed, non-extractive participatory action research, and advance systemic policy changes to address the unique challenges faced by women, girls, Two Spirit, trans, and nonbinary people in Northern and Indigenous contexts.

The Policy & Research Manager will collaborate with community leaders, researchers, policymakers, and internal teams to ensure the Foundation's work is rooted in intersectional feminist principles, informed by community priorities, and designed to drive meaningful systemic change.

The Canadian Women's Foundation is Canada's public foundation for gender justice and equality. We advance this by growing support for grassroots feminist action, partnering with communities and organizations to improve conditions, and building diverse leadership and knowledge for sustainable change.

Since 1991, thanks to our generous supporters and donors, the Foundation has raised more than \$260 million to fund over 3,300 life transforming programs across the country. As a leading voice for women, girls, and gender-diverse people in Canada, the Canadian Women's Foundation is committed to getting gender equality issues front and centre in the hearts and minds of people in Canada. For more information about the Foundation, visit our [website](#). To learn more about what we offer to employees and why you should apply, visit [Work With Us](#).

We strongly encourage applications from women, Two Spirit, trans, and nonbinary people who identify as Black and/or racialized, First Nations, Métis, and Inuit, living with disabilities, and/or members of 2SLGBTQIA+ communities. **Priority will be given to First Nations, Métis, and Inuit candidates.**

Key Duties and Responsibilities

Feminist Learning - Convening & Community Engagement

- Recruit members and convene a Northern communities-based research advisory circle to identify systemic issues and participatory action research priorities.
- Support the development of the Climate, Gender, & Disaster Network by convening virtual meetings to explore its purpose, develop membership, and assess opportunities for collaboration on climate resilience and disaster preparedness in Northern communities. Gather insights to inform the Foundation's strategy and funding efforts for sustaining this work.
- Plan and host a hybrid roundtable on the gender gap in climate resilience and disaster response in Canada's North, bringing together community leaders, researchers, and decision-makers to identify key issues and opportunities.

Feminist Advocacy - Community-Based Participatory Research & Knowledge Mobilization

- Lead community-based participatory action research projects in collaboration with the research advisory circle, including contracting and managing researchers as needed and ensuring the work is aligned with community needs and Foundation goals.
- Publish key findings and recommendations from the gender gap in climate resilience and disaster response hybrid roundtable to inform policy, advocacy, and future systems change initiatives, ensuring insights are accessible and actionable.
- Ensure that research outputs reflect the experiences, priorities, and voices of Indigenous and Northern women, girls, and gender-diverse people.
- Support related tasks as needed, including contributing to policy briefs, funding proposals, or other materials to integrate project findings and insights into advocacy and resource development efforts.
- Collaborate with the Policy team to bring Northern organizations and grantees into relevant policy discussions, advocate for sector partner collaboration in public consultations, roundtables, etc.
- Collaborate with the Public Engagement department to amplify research findings and insights through public-facing communications strategies to raise public awareness of key issues.
- Contribute learnings from grantee engagement and evaluation processes to policy positions and government relations initiatives.

Evaluation & Reporting Mobilization

- Work with the Manager, Measurement & Evaluation and the broader Northern team to develop a plan for collecting and analyzing relevant data on the impact of activities, ensuring alignment with the Foundation's change approaches and overall project evaluation framework.
- Provide regular narrative, financial, and impact updates to support funder reporting, ensuring transparency, accountability, and clear communication of project progress and outcomes.

Team Support & Collaboration

- Actively contribute as a member of the Northern team, the Policy team, and the Community Initiatives team overall by participating in team meetings, collaborative planning, and organizational activities to foster connection, alignment, and shared learning internally.
- Monitor emerging gender, Indigenous, and Northern issues, particularly in relation to women, girls, Two Spirit, trans, and nonbinary people, and those from underserved communities.

Qualifications

Experience:

- Minimum 5 years of experience in policy development, community-based research, advocacy, and/or systems change initiatives.
- Demonstrated experience working with Indigenous and/or Northern communities in a respectful and culturally responsive way.
- Demonstrated experience facilitating discussions, convenings, or roundtables to identify shared priorities and advance collaboration.
- Experience working collaboratively with Indigenous partners, including co-creating tools that honor local knowledge and ways of knowing.
- Experience in grantmaking or philanthropy is an asset.

Education:

- Degree or equivalent experience in public policy, social sciences, action research or a related field.

Skills:

- Proven ability to manage research projects, including developing RFPs, overseeing contracts, and analyzing outputs, and experience with or understanding of participatory action research or equivalent processes.
- Excellent written, verbal, and visual communication skills, with experience developing reports, policy briefs, or public communications materials for various audiences.

- Strong facilitation skills to build evaluation capacity, including experience leading learning activities in community-led contexts.
- Proficient in Microsoft Office tools and comfortable working in a hybrid/virtual environment.
- Excellent storytelling and plain language communication skills, with the ability to center lived experiences, amplify underrepresented voices, and connect personal narratives to systemic and structural issues in compelling ways.

Abilities:

- Expert knowledge of intersectional feminist approaches, and their application in policy and systems change work, including a commitment to intersectional feminism, equity, diversity, and decolonization.
- A strong intersectional Indigenous lens, gender-based analysis, and knowledge of issues affecting women and gender diverse people in Canada, including in the North.
- Highly organized and detail-oriented, with excellent project management skills.
- Good judgement, flexibility, and capacity to work closely with one or more team members on a common project.
- Willingness and ability to travel to and between Northern and Indigenous communities across Canada.

Expectations and Conditions

The chosen candidate will be able to start work as soon as possible and would complete a three-month probation period.

Compensation

The hiring range for this position is **\$65,000 - \$75,000**. The Foundation provides generous vacation time, comprehensive health and dental benefits, as well as professional development opportunities. This is a **full-time contract position for 14 months** (Feb 1, 2025 - March 31, 2026), with **possibility of extension** based on funding and organizational priorities.

Job Location

Depending on the location of the successful candidate, this position could be a hybrid or remote work environment, with occasional travel to meet with program teams, Indigenous partners, and communities as needed.

Apply Today by Submitting:

- A one-page cover letter outlining why you want to be part of the Canadian

Women's Foundation and briefly summarizing your key skills and relevant experience.

- A resume that provides an overview of your work, education, and volunteer experience.

The deadline for submission is **8:00 PM EST on January 17, 2025**. Please email the document to humanresources@canadianwomen.org and indicate "**Manager, Policy & Research, Indigenous and Northern Communities**" and quote reference number "**CI-033**" in the subject line.

Canadian Women's Foundation Commitment to Equity

The Canadian Women's Foundation is strongly committed to equity in employment and seeks to attract, select, and hire a diverse team with a high level of professional skills, passion for, and belief in our vision and mission. We aim to be inclusive of diverse people across gender and sexuality spectrums. This includes people who identify as women, girls, trans, Two Spirit, genderqueer, nonbinary, and 2SLGBTQIA+. If comfortable, we encourage candidates to share information about their identities, lived experiences, and the communities they are part of in their cover letter.

The Canadian Women's Foundation adheres to Canadian Human Rights legislation and will provide accommodation to candidates during any part of the interview or hiring process, if requested.

We thank all applicants for their interest. However, only those selected for a first interview will be contacted. We anticipate two rounds of interviews before the successful candidate is selected.