



POSITION DESCRIPTION

Title: Manager, Indigenous Initiatives

Position Term:	Full-time (37.5 hours per week), November 3, 2025 – November 2, 2026, with a possibility for extension depending on funding availability
Salary Range:	\$90K-\$106K annually, plus a comprehensive benefits package
Application Deadline:	September 5, 2025 (5:00 pm PST)
Estimated Starting Date:	November 3, 2025

The Fraser Basin Council Society (FBC) is a non-profit and charitable organization that advances sustainability solutions and practices across BC through strategic convening, facilitation, education and program management. We are seeking a Manager to manage and coordinate Indigenous initiatives for the Indigenous Partnerships & Initiatives Program (IPI). The Manager can reside anywhere in BC but is able to work remotely from home and be willing to travel.

Position Overview

The Manager of Indigenous Initiatives serves a key leadership role within FBC, reporting to the Director Indigenous Partnerships & Initiatives Program. This position plays a critical role in advancing FBC's sustainability vision—**social well-being supported by a vibrant economy and sustained by a healthy environment**—through leadership, strategic collaboration, reconciliation and inclusive engagement with Indigenous and non-Indigenous communities and organizations.

The Manager of Indigenous Initiatives leads and coordinates reconciliation efforts in alignment with the #6 principle in FBC's 2021-2026 Five-Year Strategic Plan: *To advance reconciliation in collaboration with Indigenous Nations and Peoples to uphold the Declaration on the Rights of Indigenous Peoples (UNDRIP)*.

This role will manage complex Indigenous-related initiatives and activities throughout BC, build trusted relationships with Indigenous and non-Indigenous communities and partners, and design collaborative, equity-informed Indigenous-related initiatives that reflect FBC's values and mission.

Required Job Functions and Duties

Program Leadership & Strategic Development

- Support the development and execution of the Indigenous Partnerships and Initiatives Program (IPIP) strategic plan.
- Lead reconciliation-focused projects including the *Realizing UNDRIP* initiative.

- Identify emerging opportunities for new programs and partnerships with Indigenous Nations and regional stakeholders.

Collaborative Engagement & Facilitation

- Design, promote, and facilitate inclusive, culturally respectful engagement processes including meetings, workshops, and forums.
- Support resolution of inter-jurisdictional and multi-interest conflicts using consensus-based and Indigenous-informed approaches.
- Facilitate strategic visioning and regional collaborative processes such as Forest Landscape Planning (FLP) with diverse interests including Indigenous and non-Indigenous government representatives, civil society, and industry.

Relationship Building & Reconciliation

- Build and nurture trust-based relationships with Indigenous and non-Indigenous governments, leaders, and organizations.
- Engage Elders, Knowledge Keepers, and community representatives in co-creating program initiatives.
- Integrate the voices and leadership of Indigenous Directors and communities in project design and decision-making.
- Advance reconciliation through collaborative management practices that reflect UNDRIP, BC DRIPA, TRC Calls to Action, and MMIWG Calls to Justice.

Team & Organizational Leadership

- Recruit, mentor, and manage staff, contractors, and volunteers to foster a high-performance, values-aligned team culture.
- Lead project/program team meetings to ensure deliverables are achieved on schedule and within budget.
- Contribute to FBC's Management Team and participate in strategic and annual operational planning and Board presentations.

Funding & Financial Oversight

- Develop and manage program budgets, ensuring fiscal accountability and alignment with organizational targets.
- Prepare funding proposals and secure resources to sustain and expand programming.
- Provide timely financial and narrative reports to funders and leadership.

Organizational Reporting & Planning

- Provide briefings and updates to the FBC Board, including Indigenous Directors and relevant committees.
- Contribute to organizational reporting and strategic alignment across departments.

- Report on progress, outcomes, risks, and resource needs to the Director, Indigenous Partnerships and Initiatives and other leadership as appropriate.

Required Skills and Qualifications

Education and Experience

- Post-secondary education or equivalent experience in fields such as Indigenous Studies, Environmental or Natural Resource Management, Public Policy, Urban/Regional Planning, Sustainability, or Social Innovation.
- Minimum five years' experience leading complex, multi-stakeholder, or government-to-government projects in sustainability, resilience or Indigenous partnerships.

Indigenous Engagement & Reconciliation

- Demonstrated success building trust-based relationships with Indigenous Nations, leaders, and organizations.
- Thorough knowledge of Indigenous history, rights, governance, and current issues in Canada, particularly in BC.
- Thorough knowledge of UNDRIP, BC DRIPA, TRC Calls to Action and MMIWG Calls for Justice.
- Culturally safe facilitation experience, including Indigenous-led or co-created processes.

Program & Project Management

- Proven ability to manage multi-disciplinary, cross-sectoral programs in decentralized, virtual, and interjurisdictional contexts.
- Strong planning, execution, and evaluation skills, with demonstrated success in achieving impact-driven outcomes.
- Skilled in preparing proposals, securing funding, and managing program budgets.

Facilitation & Communication

- Expertise in collaborative process design, facilitation and conflict engagement.
- Superior written and verbal communication skills tailored to diverse audiences and sectors.
- Experience delivering high-quality reports, presentations, and briefing materials.

Technical Proficiency

- Proficient in MS365 Suite, MS Teams, Zoom, SharePoint, Miro and similar online collaboration and project management platforms.
- Strong research, writing, and data analysis skills.

Leadership & Organizational Fit

- Strategic thinker with a solution-oriented approach.
- Commitment to social and environmental equity, sustainability, and inclusive leadership.
- Ability to work independently and manage multiple priorities.

- Experience working in rural, remote, and urban Indigenous communities.
- Willingness to travel within BC and occasionally work evenings or weekends.

Salary, Benefits & Work Environment

The salary range for this position is \$90K-106K annually. FBC offers a comprehensive employee benefits package, which includes medical, dental and insurance coverage, an RRSP contribution matching program and professional development support.

Our organization is committed to creating a diverse and inclusive work environment and is proud to be an equal opportunity employer. All qualified applicants will be given consideration regardless of race, ethnicity, gender, sexual orientation or disabilities.

Application Instructions

Please send your resume and a cover letter to careers@fraserbasin.ca.

Application deadline: **September 5, 2025 (5:00 pm PST)**.

While we are grateful for your interest and all applications submitted, only short-listed candidates will be contacted.

About the Fraser Basin Council

The Fraser Basin Council (FBC) is a charitable non-profit society that brings people together to advance sustainability in British Columbia. Our vision is for *“social well-being supported by a vibrant economy and sustained by a healthy environment.”*

Strategic priorities of FBC are to build sustainable and resilient communities, take action on climate change and support healthy watersheds and water resources. For over 28 years, we have undertaken a wide range of collaborative, multi-sector initiatives. Our work includes programs on flood management, community wildfire planning, air quality improvement, energy efficiency, green transportation, watershed planning and youth climate action projects. For more information, please visit our [website](#).

We are grateful at the Fraser Basin Council to live and work on the unceded, ancestral territories of the Indigenous Peoples of British Columbia.