**Union of Nova Scotia Mi'kmaq**
**Capacity Development Department**
**Job Description**

**Position Title:** Director, Capacity Development
**Supervisor:** Executive Director
**Location:** Membertou Office
**Employment Term:** Full-Time, Permanent
**Closing Date**: November 13th 2026

**Scope of Position**

The Union of Nova Scotia Mi'kmaq (UNSM) Capacity Development department supports our five member First Nations, Membertou, Eskasoni, Potlotek, Wagmatcook and We'koqma'q, in strengthening governance and program capacity. Our work includes governance, planning, infrastructure, emergency management, community development and data governance.

Reporting to the Executive Director, the Director of Capacity Development leads the department's strategy, people and performance. The Director supervises program managers, sets direction within approved priorities, and represents the department with member communities, funders and partners within delegated authority. The Director will play a central role in building a strong, stable team.

**Key Responsibilities**

- Lead the department's priorities, annual workplans and service improvements in line with UNSM's strategic plan, member community direction and approved resources;
- Build strong working relationships with member community leadership, administrators and technical staff, making sure programs respond to community priorities;
- Represent the department with member communities, funders and government, and advise the Executive Director on strategy, risks and significant decisions;
- Oversee performance and continuity across all department programs, and resolve cross-program issues;
- Supervise and coach program managers, set clear objectives, conduct performance reviews and build accountability throughout the department;
- Lead staffing, succession and recruitment planning with Human Resources;
- Lead departmental budgeting and resource planning with the Chief Financial Officer and Finance, monitor spending and sustainability, and assess proposed new or expanded services for community fit, staffing capacity and full cost before commitments are made;
- Work with the Manager, Funding Development & Compliance on renewals, applications and funder reporting, making sure program teams provide accurate narratives and outcomes on time;
- Ensure the department follows UNSM's HR, finance, procurement, records and privacy policies, including Indigenous data governance principles; and

- Provide regular updates to the Executive Director on service delivery, staffing, finances and decisions requiring approval.

**Qualifications**

- University degree in management, public administration, community development or a related field; an equivalent combination of education and experience will be considered;
- 7+ years of progressive leadership experience, including supervising managers and leading multidisciplinary programs;
- Experience managing budgets, government-funded programs and partnerships, including Indigenous Services Canada funding;
- Knowledge of Mi'kmaw communities, governance and protocols, and experience working with First Nations at the regional and/or community level, is strongly preferred;
- Proven ability to build trust and lead a team through change, with strong judgment, coaching, communication and conflict-resolution skills;
- Ability to handle sensitive information with care, discretion, and integrity;
- Proficient with Microsoft Office and Google Workspace, and able to learn new organizational systems;
- Valid driver's license and access to a reliable vehicle, with ability to travel provincially, regionally and nationally, including regular travel to member communities; and
- Ability to understand, speak and translate Mi'kmaq into English is an asset.

**Authority and Accountability**

The Director is accountable for departmental strategy, leadership and performance within approved plans and UNSM's delegations of authority. Significant staffing changes, contracts, expenditures and funding commitments follow UNSM's approval processes, and the role does not direct other UNSM departments.

**What We Offer**

UNSM offers health and dental benefits, a group pension plan and summer Flex Fridays.

*Please note that the duties outlined in this job description are not exhaustive and other duties may be required.*

**Cultural Safety and Respectful Engagement**

The successful candidate will demonstrate a commitment to culturally safe, respectful, and inclusive practices that reflect Mi'kmaw values, perspectives, and ways of knowing. They will foster positive relationships, communicate respectfully, and contribute to a workplace environment grounded in cultural humility, reconciliation, and continuous learning.

**Disclaimer**

The Union of Nova Scotia Mi'kmaq reserves the right to refuse any or all applications at any stage of the hiring process. Applications received after the closing deadline will not be accepted. The UNSM also reserves the right to cancel, postpone, or revise employment opportunities at any time.