Union of Nova Scotia Mi'kmaq
Finance and Operations Department
Job Description

Position Title: Manager, Funding Development & Compliance
Supervisor: Chief Financial Officer
Location: Membertou Office (other work locations considered)
Employment Term: Full-Time, Permanent
Closing Date: November 13th 2026

Scope of Position

The Union of Nova Scotia Mi'kmaq (UNSM) supports five member First Nations: Membertou, Eskasoni, Potlotek, Wagmatcook and We'koqma'q. Our programs are funded through government contribution agreements, including Indigenous Services Canada, as well as grants and other project funding.

Reporting to the Chief Financial Officer, the Manager, Funding Development & Compliance leads a centralized, organization-wide funding function. The role's first priority is protecting the funding that supports existing services and staff: tracking agreements and renewals, coordinating reporting, and keeping UNSM in good standing with its funders. The Manager also leads new funding applications that fit community priorities and UNSM's capacity to deliver.

Key Responsibilities

- Maintain an organization-wide register of grants and contribution agreements (funders, recipients, program owners, amounts, amendments, deliverables and renewal dates), and track renewals and continuation funding, with priority on existing services and funded positions;
- Maintain a forward-looking reporting calendar with responsible staff, internal deadlines, financial review steps and submission routes;
- Coordinate complete reporting packages from program-approved narratives and Finance-validated figures, escalating missing information through program supervisors and the Chief Financial Officer before funder deadlines are missed;
- Reconcile Indigenous Services Canada outstanding-report notices and other funder requirements, and record changes, extensions and closed obligations;
- Coordinate authorized submissions and keep secure records of agreements, submissions, acknowledgments and closeouts, respecting privacy and Indigenous data governance principles;
- Identify funding opportunities that fit community priorities and UNSM's capacity to deliver, and lead applications and responses to funder calls for proposals using program content and fully costed budgets reviewed by Finance, with required approvals before submission;

- Work with program leaders, Human Resources and Finance to track funded positions and flag staffing or service risks early, and provide monthly renewal and compliance updates to the Chief Financial Officer; and
- Develop templates, guidance and training for staff on funding applications, reporting and compliance, and supervise funding-function staff if positions are established.

Qualifications

- University degree or college diploma in business, administration, finance, community development or a related field; equivalent experience considered;
- 4+ years of experience with funding applications, contribution agreements, government reporting or nonprofit administration; familiarity with Indigenous Services Canada funding programs is preferred;
- Strong proposal writing, budget literacy and organizational skills, with attention to detail and the ability to manage multiple deadlines;
- Ability to handle sensitive information with care, discretion, and integrity;
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, member communities, and external partners;
- Experience with First Nations organizations is preferred; staff supervision or mentoring is an asset;
- 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 as required; and
- Ability to understand, speak and translate Mi'kmaq into English is an asset.

Authority and Accountability

The Manager sets organization-wide reporting milestones and escalates overdue inputs without supervising program staff. Program managers own program content, Finance validates financial figures, and Human Resources handles employment matters. Funding submissions and commitments require authorized approval.

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.