



Aboriginal Housing Management Association
Celebrating 25 Years

JOB POSTING – FUND NAVIGATOR

External Posting / Updated: February 2024

Please submit your application to:
jobs@ahma-bc.org

This posting will remain open until the position is filled.

We thank all applicants for submitting their application; however, only those candidates who clearly indicate in their application how they meet the qualifications for this position will be considered. Please note that a criminal record and credit check may be performed as part of the final selection process.

About AHMA

Located on the Skwxwú7mesh (Squamish) Nation Territory in West Vancouver, BC, the Aboriginal Housing Management Association (AHMA) exists to make a difference in urban, rural and Northern housing. We oversee the administration of operating agreements between housing providers and Indigenous housing organizations, keeping everyone's best interest in mind and developing and maintaining relationships of trust. Every employee on our team is integral to ensuring our success and the success of the Housing Providers we serve.

To learn more about AHMA and what we do, please visit our website at:
www.ahma-bc.org

Overview:

Ha7lh skwáyel– Squamish for "Good morning/afternoon."

The Aboriginal Housing Management Association (AHMA) Fund Navigator serves a pivotal role in supporting AHMA member societies by developing resources and supporting access to project and program funding.

The Fund Navigator is a one (1) year, project-based position focused on developing a suite of resources, tools and knowledge translation (KTE) materials that will build the capacity of Indigenous housing service providers to identify and successfully mobilize diverse funding opportunities including grants, contributions and RFP submissions.

In addition, this role will develop relationships with key stakeholders to facilitate AHMA members' access to funding opportunities that meet unique housing and community support needs. As applicable, the Fund Navigator will also provide direct support to AHMA member organizations in the preparation and submission of various applications and RFP submissions over the course of the project.

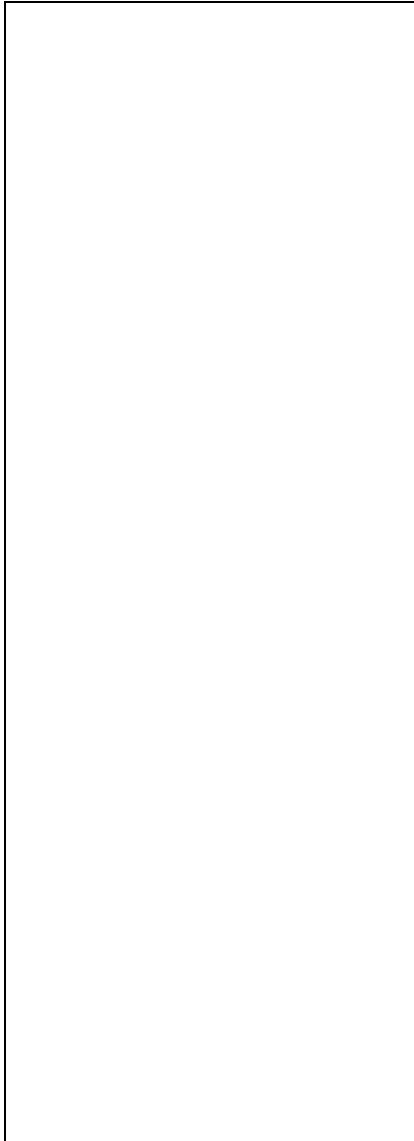
Who we are looking for:

EDUCATION & EXPERIENCE:

- Post-secondary education in a relevant field such as Social Sciences, Public Administration, Nonprofit Management, Social Work, Adult Education, Communications, etc.

Three (3) to five (5) years related experience including:

- Experience prospecting, analyzing and developing submissions in response to diverse nonprofit funding opportunities including (but not limited to): RFPs, grants and contributions, community foundations, private and public institutions.
- Strong Project Management experience with demonstrated ability to plan, coordinate and implement complex initiatives.
- Experience with meaningful collaboration and engagement with diverse stakeholders including nonprofit service providers, funding organizations, government programs and Indigenous community-based organizations.
- Strong experience in technical writing, including analysis and adaptation of content to diverse audiences.
- Experience in development of knowledge translation products, tools and



resources including (but not limited to): training sessions, workshops, manuals, guides, toolkits, etc.

- Experience conducting environmental scanning, desktop research, identification, analysis and organization of information into accessible formats.
- Experience working in community-based organizations and social/human services sectors is an asset including (but not limited to): housing, homelessness, mental health, substance use, peer-programs, social and cultural supports.
- Experience working with Indigenous partners and organizations.
- Equivalent combinations of education, certification and experience may be considered.

Location: The Fund Navigator is a one (1) year position, with remote work based in the province of British Columbia *or* a hybrid remote/office-based position in West Vancouver. Some provincial travel is required.

Salary: Salary range for this role is \$70,000 to \$77,000 per year.

Application: This posting will remain open until a successful candidate is selected, with an anticipated start date in April 2024.

For a full description of the Fund Navigator’s Key Responsibilities and preferred Knowledge, Skills, and Abilities, please see full Job Description below.

Critical Success Factor:

The core of our business is serving the Indigenous community; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of Indigenous people and culture, preferably with strong British Columbia connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Indigenous ancestry or working closely with Indigenous communities. Preference will be given to applicants of Indigenous ancestry as per Section 41 of the BC Human Rights Code (self-identify).

Chet kw'enmantumiyap – Squamish for "We are thankful to you all."



JOB DESCRIPTION – FUND NAVIGATOR

Reports to: Manager, Training and Evaluation

Created: January 2024

ROLE DESCRIPTION:

The Aboriginal Housing Management Association (AHMA) Fund Navigator serves a pivotal role in supporting AHMA member societies by developing resources and supporting access to project and program funding.

The Fund Navigator is a one (1) year, remote position focused on developing a suite of resources, tools and knowledge translation (KTE) materials that will build the capacity of Indigenous housing service providers to identify and successfully mobilize diverse funding opportunities including grants, contributions and RFP submissions.

In addition, this role will develop relationships with key stakeholders to facilitate AHMA members' access to funding opportunities that meet unique housing and community support needs. As applicable, the Fund Navigator will also provide direct support to AHMA member organizations in the preparation and submission of various applications and RFP submissions over the course of the project.

AHMA member societies have different degrees of readiness and capacity to develop submissions and respond successfully to funding opportunities that can support and grow programs and services. The Fund Navigator will develop a suite of resources for AHMA members that is sustainable, best practice and informed by Indigenous priorities and perspectives i.e., Truth and Reconciliation Calls to Action, the UN Declaration on the Rights of Indigenous People, and AHMA's Provincial Urban Rural and Northern Indigenous Housing Strategy.

KEY RESPONSIBILITIES:

1. Background Research: Scanning and Cataloguing Resources

- Identifies, reviews and organizes resources and reference materials that will be used in project development, including best-practice and Indigenous lens-resources.
- Identifies and categorizes funding programs and opportunities into topics that are relevant to members' needs.
- Identifies and understand requirements for eligibility and content for key funding opportunities available to members.



- Finds reliable data sources, statistics, evidence, and research related to each topic.
- Explores grant directories and corporate portfolios for potential funding sources.
- Evaluates internal resources to meet member needs; identifies and optimizes existing resources (human resources, equipment, software) for maximum benefit.
- Consult and collaborate with member organizations to understand needs.

2. Knowledge Translation and Exchange (KTE) Product Development and Delivery

- Creates and implements innovative strategies to build member capacity for grant and proposal writing.
- Bridge the gap between research and practice: develop and deliver tools and materials that are engaging, accessible, understandable and usable.
- Toolkits: Develops comprehensive toolkits that provide practical and sustainable guidance, tools and resources for knowledge application.
- Fact Sheets: Creates succinct and informative one-page summaries that highlight key concepts and build awareness.
- On-Demand Learning Opportunities: Provides flexible learning resources in an accessible and engaging format that can be accessed at any time.
- Interactive Webinars: Organizes engaging webinars that facilitate real-time interaction, knowledge sharing and application.
- Community of Practice: Establishes a community where members can collaborate, share experiences, and learn from each other.
- Monitors and evaluates the impact of KTE activities to inform ongoing development and refinement.

3. Develops Supportive Partnerships with Members and Funders

- Cultivates targeted relationships with potential partners and funding programs aligned to member objectives and principles.
- Facilitates networking and engagement with relevant stakeholders.
- Serves as a point of contact for members seeking new funding opportunities.
- Links members with new and existing funding opportunities.
- Works collaboratively with members to ensure prospective projects reflect organizational values and goals.
- Where appropriate, offers personalized support and consultation for active submissions and applications.



- Engages AHMA colleagues, technical assistance and/or project professionals to assist in scoping out project requirements in response to funding opportunities.

Core Content for Project Development Includes:

- a) *Conducting Effective Grant Research* - Discuss various grant research tools and databases that can be used and how to identify potential funders based on their interests and goals. Highlight the importance of understanding the grant application process of each potential funder.
- b) *Proposal Development Best Practice 101* - Discuss the importance of aligning the proposal with the funder's goals and project objectives. Discuss how to structure and present the proposal effectively ensuring a balance between providing comprehensive information and keeping the proposal concise and targeted.
- c) *Developing Needs Statement/Evidence of Need* - Discuss the sources of data and statistics that can be used to demonstrate the need; how to gather additional evidence of need; and how to present this evidence in a compelling way.
- d) *Developing Program Descriptions and Models* - Discuss the importance of developing and describing program models that are best-practice and evidence-based; Discuss resources and references that should be included to support the program.
- e) *Developing Evaluation & Monitoring Frameworks* – Discuss best practice evaluation frameworks and program evaluation models. Discuss the use of both quantitative and qualitative methods in monitoring the program. Discuss the importance of being outcome-based and considering Indigenous perspectives in the evaluation. Discuss emerging trends in evaluation.
- f) *Demonstrating Operational Capacity (HR, Finance, Leadership, Board)* - Discuss the importance of demonstrating strengths and experience in human resources, finance, leadership, and the board. Discuss the importance of providing supporting documentation to demonstrate this capacity.
- g) *Effective Budget Planning* - Discuss the importance of creating a detailed and realistic budget and justifying the budget in the proposal.



- h) *Building Strong Relationships* - Discuss the importance of developing partnerships for project delivery, obtaining letters of support and facilitating relationships and networks with potential funders.
- i) *Indigenous Perspectives* - Discuss the importance of including Indigenous perspectives in the proposal and the importance of understanding and addressing Indigenous population data, Indigenous evaluation, Data Sovereignty, Gender-Based Analysis Plus, and Indigenous Social Determinants of Health. Discuss the importance of understanding and addressing funders' Reconciliation commitments/strategies.

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- Strong experience in technical writing, including analysis and adaptation of content to diverse audiences.
- Experience in development of knowledge translation products, tools and resources including (but not limited to): training sessions, workshops, manuals, guides, toolkits, etc.
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KNOWLEDGE, SKILLS & ABILITIES:

- Ability to plan, organize, and analyze large bodies of information in a way that is accessible and builds audience awareness of the subject matter.
- Strong understanding of funding processes and best practices for proposal development.
- Familiar with social housing models, programs and services in British Columbia.
- Knowledge of adult education principals and facilitation methods is an asset.
- Strong knowledge of Indigenous systems, practices, barriers, challenges and opportunities.
- Strong interpersonal skills and commitment to collaborative relationships; display tact and diplomacy.
- Ability to guide and train others patiently and effectively.
- Demonstrated initiative and ability to work independently with limited supervision.
- Demonstrated ability to organize and prioritize work and to maintain multiple priorities simultaneously.

CRITICAL SUCCESS FACTOR:

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