

Position Title:	Program Manager, Community Economic Development Initiative (CEDI)
Position Term:	ASAP - March 31, 2027 (contract extended based on confirmed funding)
Direct Supervisor:	Executive Director, Cando

First Nation - Municipal Community Economic Development Initiative Program Summary

The [First Nation-Municipal Community Economic Development Initiative \(CEDI\)](#) is a joint initiative delivered by Cando (Council for the Advancement of Native Development Officers) and the Federation of Canadian Municipalities (FCM).

CEDI is a capacity development program that supports neighbouring First Nations and municipalities to build respectful and sustainable government-to-government partnerships and increase capacity to engage in long-term collaborative planning in community economic development and land-use. The program provides comprehensive support to participating partnerships including relationship building workshops, technical expertise and shared learning opportunities, and a modest grant to strengthen the capacity of the partnership to advance collaborative community economic development.

CEDI uses the [Stronger Together](#) approach, developed in collaboration with participating First Nation-municipal partnerships, creating a community-informed four-stage approach to First Nation-municipal partnership development and collaborative planning. The process is designed to strengthen the relationships among the communities through an ongoing cycle of convening, listening and uniting.

Having completed a pilot phase (2013-2016) with six First Nation-municipal partnerships, a second phase (2016-2021) with nine additional partnerships, and most recently a third phase (2021-2025) with eight partnerships. Currently there is an active Prairies Region cohort (2024-2027) with five partnerships, and beginning on April 1, 2025, CEDI Phase IV – 2-Year Accelerated Program (2025-2027) began the preparation for eight new high-capacity First Nation-municipal partnerships.

Position Summary

Cando is seeking to hire a Program Manager to oversee the implementation and expansion of the CEDI Program. This role will work closely with the Innovative Programming Manager, CEDI program delivery staff and leadership from both Cando and the Federation of Canadian Municipalities (FCM). The Program Manager will prioritize identifying and securing new funding partnerships and alternative funding mechanisms to ensure program maintenance and expansion past March 31, 2027.

CEDI is scheduled to select and support eight new First Nation-municipal partnerships beginning summer 2025, this is in addition to the five active Prairies Region partnerships. The Program Manager is responsible for overseeing program delivery for these thirteen partnerships and is responsible for the overall management of the CEDI program, including but not limited to program delivery staff, budget, and reporting.

This role will work closely with the Innovative Programming Manager to ensure that any evolution to or adaptations of CEDI programming (including curriculum, facilitation and training program materials and program delivery models) and Stronger Together approach is fully integrated in CEDI program delivery and in alignment with CEDI's strategic vision.

The ideal candidate is a self-motivated leader with proven experience of program management. They have a strong understanding of Indigenous planning in community economic development and land use. They have demonstrated experience in project and team management, as well as interest in Indigenous economic development, which includes procurement and business development, and good representation and diplomatic

skills. They thrive in long-term development processes that require building consensus and commitment using dialogic process design and facilitation among rightsholders and stakeholders around important and challenging issues.

Key Responsibilities

- Responsible for the overall planning, management, and delivery of the CEDI program, including establishing a strong and effective working relationship and collaborative vision for CEDI with FCM, Indigenous Services Canada (ISC), PrairiesCan, McConnell Foundation, and other key partners.
- Leads preparation of work plans, progress reports, and financial reports as per the ISC contribution agreement (2025-2027), the PrairiesCan contribution agreement (2023-2027) and other future funding agreements.
- Maintains regular contact, answers inquiries, prepares and organizes meetings with program partners (i.e., ISC, PrairiesCan, McConnell Foundation and other participating organizations).
- Leads the exploration of new funding partnerships and alternative funding mechanisms to ensure future CEDI program sustainability.
- Leads the preparation of funding proposals with new and current funding partners.
- Manages effectively financial resources associated with this mandate, including the preparation and monitoring of annual plans and budget and individual performance management with both Cando and FCM staff. Ensures overall financial compliance of program funds.
- Works closely in partnership with Innovative Programming Manager to build and execute an innovation strategy for program evolution and adaptation (including innovative programming delivery approaches and required funding).
- Responsible for program governance, including inter-organization collaboration between Cando and FCM, and Innovative Programming Manager including open and collaborative communication between leadership, finance, and communications departments at Cando and FCM.
- Manages the CEDI delivery team (approximately 6 staff located at Cando and FCM staff), including supporting with work plan creation and accountability, weekly team meetings, professional development, etc.
- Manages effectively the human resources associated with this mandate, including hiring and supporting CEDI program delivery teams (Program Officers).
- Responsible to manage consultants hired to support CEDI deliverables.
- Responsible for maintaining relations with the CEDI's First Nation - municipal community partnerships, both past and current.
- Works in partnership with FCM Monitoring and Evaluation staff to expand and explore implementation of a renewed monitoring and evaluation framework for CEDI.
- Works with Cando and FCM communications on the maintenance of a CEDI website/virtual knowledge hub and creation of new knowledge products and resources.
- Share the responsibility with Innovative Programming Manager of dissemination of CEDI tools and resources and promotion of program results at regional and national levels, including presenting on behalf of Cando/CEDI at these events.

Education Required

- Master's degree (or bachelor's degree with commensurate experience) from a recognized university in community or economic development, or a field related to CEDI's purpose.
- TAED and PAED Level Certification and NALMA Professional Land Management Certification are assets.

Experience Required

- Significant and progressive experience in program management (planning and reporting, results-based management, financial management), including managing teams.

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- Significant experience obtaining and working with funding partners, including but not limited to federal and provincial/territorial agencies.
- Knowledge and experience of First Nation governments with a focus on economic development and land-use planning is required.
- Demonstrated knowledge and understanding of business planning, community and regional economic development practices and techniques.
- Knowledge and experience of municipal government with a focus on inter-municipal or regional services is preferred.
- Experience in inter-cultural group facilitation, dialogic process design and consensus building, preferably with First Nations and/or municipalities.
- Excellent presentation and interpersonal skills, with a strong client/service orientation. Ability to establish support and credibility at all levels, within and outside of the organization.
- Ability to lead highly collaborative teams, including several team members who work remotely across Canada, in an outcome focused, quality delivery environment.
- Able to work autonomously to achieve results.
- Strong ability to multi-task, strong diplomatic skills, and cultural sensitivity. Ability to influence and build commitment without direct authority.
- Ability to communicate in an Indigenous language and in both official languages (English and French) is considered an asset.

Working Conditions

Cando's Office is located on Enoch Cree Nation; highly qualified candidates based elsewhere in Canada may be considered for hybrid or remote work arrangements.

Uses computer skills daily, including MS Word, Excel, PowerPoint, and Zoom/Microsoft Teams. Experience using SharePoint, Slack, Facebook, LinkedIn, and Twitter are assets.

- Frequent travel across Canada, occasionally to remote areas (up to 20% of time)
- General non-profit, Indigenous-led, office environment.
- Moderate to heavy workload and deadline pressures.
- Cando strives to ensure the workplace environment supports the dignity, self-esteem, and productivity of employees, volunteers, and student placements, and is free of discrimination.
- The general hours of work will be 8:30 A.M. to 4:30 P.M., however, employees are able to implement a flexible schedule with the approval of the Executive Director.

The salary is \$115,000 - 120,000/annually and will be determined based on the successful candidate's knowledge and related experience. Health and dental benefits upon successful completion of probationary period. Relocation expense (if applicable) is the responsibility of a successful applicant.

At Cando, we are committed to recruiting a diverse workforce that represents the First Nation, Metis, and Inuit communities that we so proudly serve. Indigenous applicants are encouraged to apply. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted.

Deadline for applications: Monday, June 2nd, 2025, at 4pm MT

Please forward your cover letter and resume to the attention of Svitlana Konoval, Manager of Administrative Services at skonoval@edo.ca.