



Arctic  
Indigenous  
Fund



## Employment Opportunity

### Arctic Indigenous Fund Manager, Arctic Funders Collaborative

Full-Time Position - Yellowknife, NT

We are recruiting an AIF Manager in partnership with the Momentum Fellowship to work alongside our network of funders and our team of Arctic Indigenous leaders. The AIF Manager will have the opportunity to travel internationally and across the Arctic while facilitating strategic development of the Arctic Indigenous Fund and supporting general administration of the Arctic Funders Collaborative (AFC). The position will provide an opportunity to meet Indigenous leaders and learn about how Indigenous communities across the Arctic are implementing innovative approaches to environmental stewardship, cultural and language revitalization, and sustainable economic development. The Fellow will get to learn about the philanthropic sector, have access to professional development and leadership training, and get to build their own network of peers through the Momentum Fellowship. The Manager will report to the AFC's Director and be responsible to the leadership of the Arctic Indigenous Fund Advisors. This is an exciting and unique opportunity to work with us to grow the field of philanthropy in the North.

The fellowship is a 24-month salaried position located in Yellowknife, NT, Canada. Given the nature of the role, we are open to flexible work arrangements and are looking for a candidate familiar with, and ideally from, a Northern Indigenous community. Ideal candidates are interested in and committed to the field of philanthropy.

### About the Arctic Funders Collaborative and Arctic Indigenous Fund

The **Arctic Funders Collaborative (AFC)** is a network of 13 philanthropic funders who give grants across the Arctic in Alaska, Canada, Greenland, Russia, and Scandinavia for a diverse range of environmental and social initiatives. Our funders work together to learn about how they can be more responsible and effective partners to Northern and Indigenous communities. The members of the AFC all do their own grantmaking, but the AFC supports their collaboration and learning so that they can contribute to the community-led efforts needed for Arctic peoples, cultures and ecosystems to thrive.

In 2018, the AFC supported development of the **Arctic Indigenous Fund**, a new philanthropic fund led by a team of young Indigenous leaders from across the Arctic including Alaska, Canada, Greenland, and Norway. The Arctic Indigenous Fund Advisors have designed their own uniquely Northern Indigenous grantmaking strategy and we are seeking an enthusiastic new staff member who aligns with our mission, vision and values, to support the Arctic Indigenous Fund's growing operations. In 2019 the fund successfully completed its first grant cycle and is

working on an open application call for the second in 2020. The Arctic Indigenous Fund's mission is Indigenous-led philanthropy in the Arctic that is rooted in Indigenous cultures, traditions, and self-identified goals for the future. Our vision is for thriving Indigenous communities in the Arctic and we support that vision by doing grantmaking work in the Arctic that is guided by our cultural values:

- Acknowledging our communities make decisions for themselves on their own terms;
- Helping one another, because we are stronger together;
- Embracing the healing powers of lands and waters;
- Treating each other and our partners with respect, patience, and kindness;
- Carrying out our responsibilities in a manner that is flexible, knowledgeable, transparent, accountable, and inclusive; and
- Contributing to the strength of our communities, while maintaining a spirit of humility, humour, and generosity.

For more information about the AFC or the Arctic Indigenous Fund, please visit <http://www.arcticfunders.com/>.

The Arctic Funders Collaborative is a project on the MakeWay Charitable Society's Shared Platform. The Indigenous Initiatives Fellow will be an employee of MakeWay and have access to the MakeWay benefits package. For more information on the MakeWay Charitable Society visit <http://www.makeway.org/our-solutions/shared-platform/>

### About the Momentum Fellowship

The Momentum Fellowship is a program offered through [Philanthropy Northwest](#) to develop a pipeline of leaders of color and other underrepresented groups in philanthropy. This leadership development program works with new and current practitioners in philanthropy to develop leadership skills; explores issues of diversity, equity, and inclusion in grantmaking; and engage in career development activities. This is all done while fellows are working in professional positions in foundations across the Northwest. Along with the day to day functions of the job, fellows participate in cohort retreats throughout the two-years, as well as monthly cohort calls, professional coaching, and networking opportunities. The Arctic Funders Collaborative's Project Director started the Fellowship in August 2019, with aimed completion in 2021

### Indigenous Initiatives Fellow Responsibilities

As the Indigenous Initiatives Fellow, your responsibilities will include, but may not be limited to the following:

#### Coordinating the Arctic Indigenous Fund

- Facilitate cross-cultural collaboration amongst a team of 9 young Arctic Indigenous leaders and support implementation of the Arctic Indigenous Fund grantmaking strategy
- Lead consensus decision-making processes
- Manage administration of grants and track proposals, monitoring, reporting and evaluation
- Coordinate logistics for in-person and videoconference meetings with the Advisory team and partners. This may include logistics for land-based meetings and activities that reflect Indigenous culture and values, and meetings in international locations
- Develop and implement multi-year budgets, financial and operational plans
- Develop strategic partnerships, write proposals, and maintain relationships with key partners and Indigenous stakeholders
- Develop and manage the Arctic Indigenous Fund's annual multi-currency and stakeholder budget in collaboration with the assistance of the Fund's finance

specialist

#### Arctic Funders Collaborative Administration

- Support day-to-day operations and program delivery while liaising with Tides Canada Initiatives support team to ensure effective operations
- Plan and coordinate event and trip logistics, including trips to international Arctic communities
- Develop proposals and track reporting for projects and programs
- Assist with internal and external communications such as the annual report, quarterly newsletter, website, and social media
- Process invoices and expense reports

#### Requirements

- Interest and commitment to working in philanthropy
- Strong understanding of responsible Indigenous relations and Northern ways of life, and demonstrated commitment to and sensitivity towards uniquely northern conditions and culture
- Demonstrated commitment to the Arctic Indigenous Fund values
- Willingness and ability to travel to remote Northern communities, the United States for funder meetings and four leadership retreats, and internationally to other Arctic states for meetings
- Solid writing and communication skills
- Adaptable and responsive to the needs of cross-cultural environments
- Strong organizational skills and ability to manage competing priorities
- Able to work both collaboratively and independently with minimal supervision
- Strong computer literacy
- Experience in logistics coordination, project management, web/social media, and proposal writing an asset
- Budget management is an asset though not required

#### Salary & Benefits

- Salary range is \$69,000-\$84,000 annually, depending on experience, plus a generous benefits package and possibility of a flexible work arrangement

#### **To Apply**

To apply for this position, please submit your resume and a cover letter detailing your qualifications for the position, and your interest in philanthropy and the Momentum Fellowship, to [director@arcticfunders.com](mailto:director@arcticfunders.com) by no later than July 31st, 2020.

***MakeWay is strongly committed to creating a diverse workplace environment and we welcome and encourage applications from the communities we serve.  
We are proud to be an equal opportunity employer.***

***Makeway will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.***

*Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted. Thank you for your interest!*