



EMPLOYMENT OPPORTUNITY

Director, Information Management / Information Technology

Internal and External Competition

Full-time, Permanent Position

Hybrid (Ottawa or Akwesasne Office, preferred) or remotely in Canada

Deadline for applications: May 4, 2026 (or until filled)

Hiring Range: \$115,475 - \$144,400

Salary Range: \$115,475 - \$173,200

(dependent on qualifications and experience)

About FNIGC

The First Nations Information Governance Centre (FNIGC) is an independent, apolitical, and technical national non-profit First Nations organization that envisions that every First Nation will achieve data sovereignty in alignment with its distinct world view. With First Nations, FNIGC asserts data sovereignty and supports the development of information governance and management at the community level through regional and national partnerships, adhering to free, prior and informed consent, respecting nation-to-nation relationships, and recognizing the distinct customs of nations.

FNIGC is responsible for a wide range of work. In collaboration with regional partners, FNIGC supports First Nations communities by contributing to building information governance and data and statistical capacities at national, regional, and community levels, including the provision of credible and relevant information on First Nations and the development of First Nations-led infrastructure. FNIGC stewards data collected through national surveys, conducts research and analysis on the rapidly changing data landscape, engages in knowledge engagement, mobilization, translation, and dissemination activities, offers education and training, stewards and advances the First Nations principles of OCAP®, and coordinates the implementation of the national First Nations Data Governance Strategy.

Critically, FNIGC and its regional partners follow established protocols, policies, and procedures that are guided by a holistic cultural framework. Ultimately, FNIGC is a tool that First Nations can use to assert sovereignty over their information.

What we provide

The successful candidate will benefit from our flexible work hours, the possibility for hybrid/remote work, competitive compensation, registered pension plan–employer matching, health benefits-100% employer paid, employee wellness programs, generous paid time-off, including cultural leave, and ongoing professional development and career growth opportunities as applicable.

About the Role

This role is an exciting new position and does not relate to any existing FNIGC vacancy. The Director, Information Management and Information Technology, will lead the newly created IM/IT directorate within

the First Nations Information Governance Centre (FNIGC). The position provides strategic leadership and vision for all IM/IT functions at FNIGC, ensuring that technology and information management practices support the organization's mandate and governance responsibilities.

Reporting to the Chief Executive Officer (CEO), the Director, Information Management and Information Technology (hereafter referred to as the Director), plays a critical role in advancing digital transformation while respecting and upholding First Nations values, data sovereignty, and culturally grounded approaches to information stewardship. The Director ensures that information systems, data governance, and technology infrastructure are designed and managed in a way that supports FNIGC's priorities, enhances service delivery, and strengthens organizational capacity.

The incumbent will lead the IM/IT team to provide internal service support to FNIGC's programs. This involves project management support for special projects, participating in organizational planning, providing briefs to the FNIGC Board of Directors and senior staff as directed, and acting as a liaison with members of FNIGC's directorates and teams. The position provides leadership, coaching, and mentorship to the IM/IT team. Additionally, the position is responsible for managing external consultant and/or service provider relationships for the directorate, ensuring all parties produce work in alignment with FNIGC's policies and procedures. This may include providing advice and guidance to our external partners.

As a member of FNIGC's Senior Leadership team, the incumbent works collaboratively to support all directorates and teams at FNIGC in meeting their strategic objectives, including successful implementation of the national First Nations Data Governance Strategy.

Duties and Responsibilities

A. Strategic Leadership & First Nations Data Governance

1. Develops, for CEO approval, implements, and leads the evaluation of an overarching IM/IT strategy aligned with FNIGC's vision, strategic priorities, and commitments to FNIGC's national network of regional partners.
2. With support from the Finance team, develops and manages the annual IM/IT budget.
3. Develops robust long-term and short-term strategies and plans to ensure that FNIGC's initiatives can be realized effectively.
4. Leads the development and implementation of a culturally grounded IM/IT program.
5. Champions First Nations data sovereignty principles, ensuring that data is governed and/or stewarded, managed, and protected in accordance with FNIGC expectations and applicable frameworks including OCAP® principles.
6. Advises the CEO and senior leadership on digital governance, ethical data use, and technology strategies that respect Indigenous rights and perspectives.
7. Establishes governance frameworks that integrate traditional knowledge considerations with modern information management practices.

B. Technology & Information Management Oversight

1. Provides oversight of all IM/IT systems, ensuring they are secure, accessible, and responsive to the needs of FNIGC programs and services.
2. Ensures information architecture and data systems reflect the unique cultural, operational, and reporting needs of FNIGC and its national network of partners.
3. Leads the development of enterprise structure, data governance, and knowledge-sharing practices that respect cultural protocols and sensitivities.
4. Oversees the development of a records management program, its policies and procedures, and ensures compliance with legal requirements, as necessary.
5. Oversees the implementation of cybersecurity strategies to safeguard sensitive organizational information.

C. Portfolio Management and Relationships

1. Leads a portfolio of IM/IT initiatives, ensuring projects are aligned with strategic priorities and needs.
2. Ensures the IM/IT team are using the appropriate project management methodologies.
3. Integrates appropriate approaches into project planning, risk management, and implementation.
4. Ensures strong change management practices that support adoption and minimize disruption across the organization.
5. Builds and maintains respectful, collaborative relationships with a national work of First Nations Regional partners, Board members and government representatives.
6. Engages with regional partners as required/directed to understand their information and technology needs and provide advice to co-develop solutions.
7. Ensures that IM/IT initiatives are inclusive, accessible, and responsive to diverse contexts.
8. Supports capacity-building by promoting digital literacy and access to technology within regions where applicable.

D. Digital Transformation & Innovation

1. Leads digital transformation initiatives that enhance service delivery.
2. Identifies and implement technologies that improve access to programs, services, and information for stakeholders.
3. Promotes innovation that balances modern tools with culturally appropriate approaches to knowledge and information sharing.
4. Advances the integration of systems to reduce silos and improve holistic service delivery.

E. Information Governance, Risk & Compliance

1. Oversees the development of policies and procedures that ensure ethical, secure, and appropriate management of information.
2. Ensures compliance with relevant legislation, funding agreements, and organizational policies.
3. Implements performance measurement frameworks that reflect both operational effectiveness and impact.
4. Maintains strong internal controls and accountability mechanisms.
5. Oversees cybersecurity controls that prioritizes leading edge security processes and tools, which include ongoing vulnerability and risk assessments.

Education and Experience

1. A post-graduate degree in Information Technology, Computer Science, Information Management or a related field; Master's degree considered an asset. Certification in Information Governance, Information Privacy, Data Management, IT Governance, Change Management, Project Management or Enterprise Architecture.
2. Minimum of seven years of progressive work experience related to strategic planning preferably at a senior management level. An equivalent combination of education and work experience may be considered.
3. Experience in developing and executing IM/IT strategies.
4. Experience and/or knowledge of the workings of the federal government.
5. Lived First Nations experience is a hiring preference.

Application Information

We invite all qualified candidates who believe they are suited for the position to apply by sending their résumé and cover letter explaining why you'd be a great addition to the FNIGC team to recruitment@fnigc.ca by **May 4, 2026**, or until the position is filled. We specifically encourage individuals with lived First Nations experience to apply, and such applicants are strongly encouraged to self-identify. FNIGC reserves the right to request current documentation or evidence to verify any claim of First Nation citizenship / membership / descent. Should it be determined that any background information provided

be misleading, inaccurate, or incorrect, FNIGC reserves the right to discontinue the consideration of your application.

FNIGC is committed to providing an inclusive and accessible workplace environment. Should you require accommodation through any stage of the recruitment process, please let us know. We further confirm that FNIGC does not use any Artificial Intelligence (AI) in our screening, recruitment, or selection processes.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

To learn more about other FNIGC career opportunities please visit www.fnigc.ca