



**EMPLOYMENT OPPORTUNITY  
LEGAL COUNSEL**

**First Nations Finance Authority**  
No. 2024-LC-01  
Internal/External



*Who we are:*

Located in the beautiful Okanagan Valley (in Westbank) of BC, FNFA is a First Nations-owned and operated national non-profit organization that has been supporting First Nation communities since 2005.

Our goal is to support Indigenous communities and organizations to realize their futures on their own terms. We do this by offering the best financing and investment rates and terms to support our members in building prosperity and success in their communities for current and future generations. Learn more: [www.fnfa.ca](http://www.fnfa.ca)

Our office encourages diversity and likes to have fun. We are a small team that works hard for our members but recognizes the importance of your time outside of office hours. Our organization is never boring - there are always new projects and initiatives to support our Indigenous communities across the country. Seeing our member Nations prosper and succeed on their own terms is our passion.

*Job Summary:*

The FNFA Legal Counsel will provide high quality legal advice, guidance, and services, with respect to regulatory compliance of FNFA's activities, including in relation to compliance with the First Nations Fiscal Management Act (FMA), securities laws, rules and other regulations. The Legal Counsel will also be responsible for providing guidance on other policy or legal matters including policy research, consultation and outreach, development, writing, advocacy and implementation. The incumbent will work on a wide diversity of matters related to FNFA's mission and mandate and will play a key role in the review and development of FNFA legal documents and contracts.

*Primary Job Responsibilities:*

- Provides legal counsel, advise and support to the Senior Leadership team on legal matters.
- Analyzes laws and regulations applicable to the FMA, finance, and other regulatory matters.
- Assists with representation of FNFA in legal consultations involving proposed revisions to the FMA, legislative amendments and other regulations.
- Provide legal assistance in relation to financing and borrowing transactions.
- Advises Senior Leadership Team regarding ongoing policy initiatives, rules development and regulatory approvals of amendments.
- Conducts in-depth policy research and analysis to identify trends, best practices, and relevant data on policy issues.
- Analyzes existing policies and propose modifications to address emerging challenges, ensuring they are evidence-based and feasible.
- Prepares and presents policy positions, discussion papers, briefing materials, reports, articles, correspondence and presentations.
- Develops clear and concise policy recommendations, based on rigorous analysis.
- Engages and consults with stakeholders (e.g. FNFA members. federal/provincial governments, external organizations. local government representatives. and private sector interest groups) to gather input, build consensus, and promote policy initiatives.

- Monitors relevant federal and provincial legislation, policy and policy direction.
- Identifies, researches, and develops new policy positions in response to emerging issues. and
- Conducts legal and other research for the development of policy positions.
- Drafts and reviews contracts, policies, and other legal documents to meet FNFA needs.
- Assesses legal risk in finance transactions and developing and implementing effective mitigation strategies.
- Conducts internal training on legal policies, processes, procedures, to FNFA staff as needed.
- Provides staff support (e.g. policy, research, analysis, and document preparation) to FNFA executive committees/working groups, as assigned.
- Supervises external counsel.

*Who Can Apply:*

- The ideal candidate will have:
- Must possess a Bachelor of Laws (LLB) or Juris Doctor (JD).
  - Must be a practicing member in good standing with the Law Society of their province or territory.
  - Must have a minimum of 7 years' experience in legal, corporate, or government or setting.
  - Experience in and/or completion of training in finance securities, and/or Indigenous economic policy would be an asset. (e.g. CPA, CFA, CSC).
  - Experience with legislative standards drafting would be considered an asset.
  - Experience working with First Nations communities, Indigenous organizations and senior leadership.
  - Experience working with Federal or Provincial/Territorial Government organizations and representatives or with First Nations Governments, organizations and communities is a strong asset.
  - Extensive project management experience with an ability to lead work independently, support the work of colleagues, multi-task in a fast-paced environment.
  - Ability to establish positive and productive working relationships with diverse groups of internal and external stakeholders.
  - Demonstrated capacity to work with political and cultural leaders.
  - Strong organizational, case and file management skills, stress management and time management skills.
  - Excellent oral, written and interpersonal communication skills with strong writing abilities.
  - Must be capable of maintaining confidentiality, with a high level of accuracy regarding information.
  - Ability to attend and conduct presentations.
  - Adaptable and flexible to various competing demands with proficiency at managing high work volume in a fast-paced environment.
  - Knowledge of and proficiency in standard word processing, spreadsheet, database, and other relevant applications including MS Office (Word, Excel). and
  - Must be fluent in English (spoken and written). Fluency in French or an Indigenous language is considered an asset.

*Starting Compensation:*

**\$137,500** (dependent on qualifications and experience)

<i>Benefits:</i>	<ul style="list-style-type: none"><li>• Work/life balance - our workdays are 8:00 am to 4:00 pm, weekdays</li><li>• Generous paid time off</li><li>• Retirement contributions of 6%</li><li>• 100% Employer paid extended health care</li><li>• Snacks and refreshments provided</li><li>• A beautiful newly renovated office space in Westbank, B.C.</li></ul>
<i>Location:</i>	The successful candidate will preferably work at our head office in Westbank, B.C. The workplace setting may be flexible dependent on the location of the successful candidate.
<i>Duration:</i>	Full-time position
<i>Application process:</i>	<p>Please email your resume and cover letter outlining why you would be a great addition to the FNFA team to: <a href="mailto:careers@fnfa.ca">careers@fnfa.ca</a></p> <p>We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted. FNFA may cancel, postpone, or revise employment opportunities at any time. FNFA is committed to accommodating people with disabilities. If you require medical or disability-related accommodation to participate in the recruitment process, we will work with you to meet your needs.</p> <p>*Qualified persons of Indigenous ancestry will be given preference in accordance with Section 16.1 of the Canadian Human Rights Act and Section 41.1 of the B.C. Human Rights Code; therefore, please self-identify in your cover letter.</p>
<i>Application Deadline:</i>	<b>Until the position is filled.</b>