EMPLOYMENT OPPORTUNITY

Investment Products Advisor

No. 2026-FIN-02
Internal/External

Who we are:

First Nations Finance Authority (FNFA) is consistently recognized as one of British Columbia's Top Employers

FNFA is the only First Nation-led organization in the world leveraging private capital for a pooled-borrowing model of Nations to finance projects that build strong, healthy, and prosperous communities for generations to come.

We are a First Nations-led non-profit, financial services corporation mandated under the *First Nations Fiscal Management Act* (2005) providing affordable financing, investment management, and capital advisory services to First Nations communities in Canada. FNFA does not rely on federal government funding and is self-sufficient.

From clean energy projects to schools for our children and housing for our Elders, priorities being undertaken by FNFA's First Nation members, are creating good jobs while contributing to Canada's economy. Learn more: www.fnfa.ca.

Job Summary:

Reporting to the Managing Director, Finance & Investments, the Investment Product Advisor plays a key role in advancing the First Nations Finance Authority's (FNFA) investment offerings by serving as both a relationship manager and business development lead for FNFA's pooled investment products.

The Advisor is responsible for promoting participation in FNFA investment funds (based on the MFABC pooled investment model), building and maintaining strong relationships with First Nation governments and organizations, and supporting members and potential members in understanding how FNFA investment products align with their long-term financial and economic development objectives.

This role combines client relationship management, investment product knowledge, and strategic business development to increase participation, strengthen member engagement, and support sustainable wealth creation for FNFA members and potential members. The Advisor works collaboratively across departments to ensure a coordinated approach to member engagement and product delivery.

This position requires frequent travel and active engagement with First Nation communities and partners.

Primary Job Responsibilities:

1. Establishes and maintains strong, trust-based relationships with First Nation governments, finance officers, and economic development organizations.
2. Acts as a primary point of contact for FNFA investment products, ensuring responsive and high-quality client service.
3. Develops a strong understanding of member community's financial objectives, governance structures, and investment needs.
4. Supports ongoing engagement with existing members and potential members to strengthen retention and deepen participation in FNFA investment programs.

	5. Coordinates with Member Services and Policy teams to ensure consistent and culturally respectful engagement approaches. 6. Leads business development activities to increase participation in FNFA pooled investment funds. 7. Identifies and develops opportunities to expand FNFA investment services across members and potential members. 8. Prepares and delivers presentations, workshops, and engagement sessions to promote FNFA investment products. 9. Develops and implements outreach and engagement plans aligned with FNFA strategic priorities. 10. Tracks leads, opportunities, and outcomes to support performance monitoring and reporting. 11. Provides clear, accessible information on FNFA investment products, including pooled investment structures aligned with MFABC models. 12. Supports members in understanding key concepts such as asset allocation, risk profiles, liquidity, and long-term investment strategies. 13. Collaborates with internal investment and finance teams to ensure accuracy and consistency of product information. 14. Assists in onboarding new participants into investment programs, including coordination of required documentation and processes. 15. Contributes to internal reporting, dashboards, and updates for senior management on business development activities and results. 16. Supports development of educational materials and tools to enhance member understanding of investment opportunities. 17. Represents FNFA at conferences, regional meetings, and community engagement events. 18. Builds relationships with external partners, advisors, and partners involved in First Nations finance and investment. 19. Promotes FNFA's mandate under the First Nations Fiscal Management Act and the role of investment funds in supporting self-determination and financial sustainability. 20. Ensures all activities are conducted in accordance with FNFA policies, procedures, and governance frameworks. 21. Performs additional duties as assigned by the Managing Director of Finance and Investments.
Who Can Apply:*	The ideal candidate will have: • University degree in commerce, business, accounting, finance, or a related field. • Approximately 5 or more years of relevant experience with financial products and/or financial advising and presenting to clients. • Progress toward or completion of a professional designation such as CPA, CFA, CIM, or CAFM is considered an asset. • Completion of Canadian Securities Course is an asset. • Experience working with capital markets, investment products, or related financial services is considered an asset. • Strong knowledge of financial statement analysis. • Demonstrated attention to detail, accuracy, and sound professional judgment.

	• Experience working with or supporting First Nations communities, governments, or organizations is an asset. • Strong analytical, organizational, and problem-solving skills, with the ability to manage multiple priorities and deadlines. • Strong written and verbal communication skills, including the ability to present financial information clearly to different audiences. • Proficiency in Excel and other financial, reporting, and database systems used to support analysis and recordkeeping. • Demonstrated ability to multi-task and set priorities to ensure timely completion of work within established deadlines. • Strong computer skills including Excel. • Ability to travel frequently.
Starting Compensation:	**$101,600 - $114,500** (dependent on qualifications and experience)
Benefits:	• Work/life balance – our workdays are typically 8:00 am to 4:00 pm, weekdays • Retirement contributions of 6% • 100% Employer paid extended health benefits • Generous paid time off • Employee wellness programs • Career development (FNFA believes in mentorship and professional development)
Location:	The successful candidate may work remotely depending on their location.
Duration:	Full-time position
Application process:	Please email your resume and cover letter with three work-related references of immediate supervisors to: careers@fnfa.ca 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. This is a new position. *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.
Application Deadline:	**Open until filled.** *FNFA does not use artificial intelligence (AI) tools or agents to screen, assess or select applicants.*