



## EMPLOYMENT OPPORTUNITY

### Software Project Manager

No. 2026-IT-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](http://www.fnfa.ca).

*Job Summary:*

Reporting to the IT Manager, the Software Project Manager is responsible for coordinating the planning, execution, monitoring, and delivery of FNFA's software development initiatives. This position maintains project plans, timelines, milestones, risks, and deliverables to support the successful implementation of software projects and ensure work remains aligned with organizational priorities, business requirements, and approved scope.

The Software Project Manager works closely with the IT Manager, software development team, and cross-functional stakeholders to gather and document requirements, coordinate priorities, manage scope changes, and support testing and issue resolution. Using Microsoft Azure DevOps, the position manages work items, backlog priorities, sprint activities, and project reporting, while leading daily Scrum meetings and providing regular updates to the IT Manager and executive team on progress, risks, blockers, and key decisions.

*Primary Job Responsibilities:*

1. Develops, maintains, and monitors the software project plan, including tasks, dependencies, milestones, timelines, and key deliverables.
2. Coordinates project resources and priorities to support effective workload planning and timely completion of assigned tasks.
3. Works with the IT Manager, software development team, and cross-functional stakeholders to gather, analyze, and document business and technical requirements.
4. Supports project planning by estimating effort, identifying resource needs, monitoring project costs, and escalating budget or capacity concerns as required.
5. Manages scope changes and change requests by assessing impacts to timelines, resources, budget, and project deliverables, and by seeking appropriate approvals.
6. Maintains accurate project documentation, status updates, decision records, risk logs, and progress reports for review by the IT Manager and Executive team.

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|                        | <ol style="list-style-type: none"> <li>7. Coordinates testing activities with the development team and stakeholders to help ensure software deliverables meet agreed requirements, quality standards, and user expectations.</li> <li>8. Tracks project issues, defects, risks, decisions, and action items to ensure timely resolution and clear accountability.</li> <li>9. Supports change management activities, including stakeholder communication, user readiness, training coordination, and adoption of new software processes or functionality.</li> <li>10. Conducts post-implementation reviews to identify lessons learned, assess project outcomes, and recommend improvements for future software initiatives.</li> <li>11. Works with IT stakeholders to ensure software projects consider privacy, security, access control, data integrity, and operational risk requirements.</li> <li>12. Monitors project progress, manages competing priorities, identifies risks or blockers, and follows up to ensure deliverables are completed within agreed timelines.</li> <li>13. Coordinates release planning and deployment activities, including release readiness, deployment schedules, communication of release impacts, and post-release validation with the development team and affected business areas.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Who Can Apply*:        | <p>The ideal candidate will have:</p> <ul style="list-style-type: none"> <li>• Bachelor's Degree or Diploma in Information Technology or Business Management.</li> <li>• Project management certification or training, such as PMP, CAPM, PMI-ACP, Certified ScrumMaster, or equivalent, is considered an asset.</li> <li>• 3 to 5 years of demonstrated experience including the following: <ul style="list-style-type: none"> <li>◦ Knowledge of Microsoft 365, Azure, Azure DevOps, SharePoint, Teams, and related Microsoft enterprise tools.</li> <li>◦ Strong understanding of DevOps practices, including backlog management, version control, release coordination, and continuous improvement processes.</li> <li>◦ Software development methodologies (Agile, Waterfall, Scrum).</li> <li>◦ Familiarity with software development environments and languages such as C#, TypeScript, SQL, and related frameworks is considered an asset.</li> </ul> </li> <li>• Demonstrated stakeholder management skills, including the ability to build relationships, gather and clarify requirements, manage competing priorities, and communicate effectively with technical and non-technical audiences.</li> <li>• Strong customer-focused interpersonal skills.</li> <li>• Proven analytical thinking, planning, prioritization, and execution skills.</li> <li>• Excellent written, verbal, and interpersonal communication skills, with the ability to communicate professionally with colleagues and non-technical audiences.</li> <li>• Demonstrated computer proficiency skills.</li> <li>• Excellent interpersonal skills.</li> <li>• Personal resilience.</li> <li>• Strong organizational skills with keen attention to details.</li> <li>• A professional, responsive, and positive attitude is essential.</li> <li>• Resourcefulness, flexible and adaptable.</li> <li>• Good time management and ability to establish clear priorities.</li> <li>• Experience in accounting and finance are considered an asset.</li> </ul> |
| Starting Compensation: | <b>\$101,600 - \$122,000</b> (dependent on qualifications and experience)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| <i>Benefits:</i>             | <ul style="list-style-type: none"><li>• Work/life balance - our workdays are typically 8:00 am to 4:00 pm, weekdays</li><li>• Retirement contributions of 6%</li><li>• 100% Employer paid extended health benefits</li><li>• Generous paid time off</li><li>• Employee wellness programs</li><li>• Career development (FNFA believes in mentorship and professional development)</li></ul>                                                                                                                                                                                                                                                                       |
| <i>Location:</i>             | The successful candidate will work in the FNFA offices in Westbank, B.C.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <i>Duration:</i>             | Full-time position for two (2) years. Possibility of extension upon successful completion of term.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <i>Application process:</i>  | <p>Please email your resume and cover letter with three work-related references of immediate supervisors 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.</p> <p>This is a vacant position.</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> | <p><b>Open until filled.</b></p> <p><i>FNFA does not use artificial intelligence (AI) tools or agents to screen, assess or select applicants.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |