



# RAVEN INDIGENOUS IMPACT FOUNDATION

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## **OPERATIONS COORDINATOR, Outcomes Finance**

(Full-time remote position based within Canada)

### **Who we are**

The Raven Group is made up of [Raven Indigenous Capital Partners](#) (RICP) and the [Raven Indigenous Impact Foundation](#) (RIIF). Headquartered on the traditional territory of the Skwxwú7mesh (Squamish), xʷməθkʷəy̓əm (Musqueam) and səli lwətaʔ təməxʷ (Tsleil-Waututh) in what is currently known as Vancouver, BC.

Raven Indigenous Capital Partners (RICP) aims to empower Indigenous entrepreneurs and communities with the capital and expertise they need to succeed. RICP manages the Raven Indigenous Impact Fund I (\$25M) and is currently raising a successor Fund II (\$75M), with a Final Closing anticipated in November 2022. The Raven Indigenous Impact Foundation (RIIF) is a registered charity established in 2017 that specializes in research, development and education around social finance tools that help Indigenous communities address complex challenges. RIIF has two distinct areas of work: Indigenous Impact Measurement, and Outcomes Financing.

For more information about our organization and what makes us unique, read all the way to the end and visit our [website](#).

### **What sets us apart**

- We represent the people we serve—we are Indigenous-led and exclusively support Indigenous enterprises and communities
- We recognize and respect the interconnectedness of all of creation; relationships underpin everything we do
- We aspire to be change makers that model a mindset of abundance and apply a strength-based approach to our work
- We believe in the power of Indigenous self-determination to create a just, equitable world for all people and the planet
- Culture and ceremony are foundational to our work

### **About the role**

The Operations Coordinator will support the RIIF team in the effective organization and implementation of our Community Driven Outcomes Contracts (CDOCs), an innovative approach to financing important work prioritized by Indigenous communities. This exciting role will be primarily focused on successful management of our two current CDOCs, while also assisting in structuring our internal systems to support future growth. Compensation will be commensurate with experience and will fall in the range of \$56,000 - \$70,000 per annum and includes a comprehensive employment benefits package.

### **How you may spend your days**

- Organizing and implementing administrative systems to support operations (SharePoint organization and structure \ filing and indexing, etc.)
- Drafting, editing, and preparing correspondence and reports using Word, Excel, Miro, etc.
- Scheduling group meetings, preparing meeting agendas and writing minutes

- Maintaining project workplans and providing updates in person or in digital format
- Assisting in preparation of grant proposals and reports, providing initial information and research for grant applications
- Establishing and updating a variety of contact lists
- Organizing the logistics for our Indigenous Solution Labs
- Coordinating Solution Lab working group sessions as the Secretary, responsible for minute taking, organizing and follow-up
- Coordinating Outcomes Finance team travel and accommodations upon request
- Providing for smooth day-to-day flow of communications within the team
- Making recommendations on expenditures towards events and travel budgets

### **What makes you a great fit**

You are passionate about supporting the well-being of Indigenous Peoples and you can demonstrate this through past experiences and results. You are known for your ability to build relationships and maintain trust, and you thrive in a team environment where you can work collaboratively and effectively. Your attention to accuracy, details and commitment to organization and responsiveness are exemplary. Finally, you are a highly motivated self-starter with an entrepreneurial mindset.

### **Your experience, skills and qualifications**

- Post-secondary education in a related field such as business administration or management studies, degree equivalency/asset qualifications considered on a case-by-case basis
- Minimum 2-3 years of broad-based coordination experience including scheduling, events management, writing internal communication documents, structuring filing and reporting, relationship management, etc.
- Advanced computer skills, high degree of experience with Microsoft Office Suite and SharePoint
- Demonstrated communication skills to write, edit and proof documents
- Strong attention to detail in evaluating the completion of various phases of a project
- Critical thinking and problem-solving skills are essential
- Willingness to manage multiple tasks at once and adhere to deadlines, guidelines and budgets
- Cooperative and communicative attitude with staff and stakeholders
- Understanding and/or experience working in philanthropy, social finance and/or the innovation space would be considered an asset
- English and French bilingualism, written and spoken, would also be considered an asset
- Ability to work in either PST or EST time zones

### **What we offer**

We believe in taking care of oneself. We offer an attractive and comprehensive total compensation package, including a competitive salary, health and wellness benefits, 3 weeks of paid vacation per year to start, additional paid time off during the holiday season, personal and sick leave days, a professional development allowance, and exciting opportunities for growth and development.

### **How to apply**

Interested candidates are invited to submit their resume and cover letter to [careers@jouta.com](mailto:careers@jouta.com). We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. We thank all applicants for their interest; only those selected for an interview will be contacted. Please note the successful candidate must provide two references.

**Persons of Indigenous ancestry will be given preference. s16(1) CHRA.**