



**Position Title:** Governance Director  
**Classification:** Full-time permanent (upon successful completion of probation)  
**Salary Range:** \$102,000-\$110,000 annually  
(commensurate with qualifications and experience)  
**Start Date:** July 2026  
**Location:** Magnetawan First Nation, 10 Highway 529, Britt, ON P0G 1A0  
**Hours of Work:** Monday to Wednesday 8:00 AM – 5:30 PM, Thursday 8:00 AM- 4:30PM  
(or as projects and deadlines dictate)

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Magnetawan First Nation is seeking an experienced, strategic, and community-focused Governance Director to lead the development and implementation of governance initiatives, policies, laws, community engagement processes, and self-government priorities. Magnetawan First Nation is an Anishinaabe community located near Britt, Ontario, committed to preserving its culture, strengthening governance, and advancing opportunities for current and future generations. As a signatory to the Anishinabek Nation Governance Agreement, Magnetawan First Nation is actively implementing self-governance authorities and building strong governance systems that reflect community values and priorities.

## **POSITION SUMMARY**

The Governance Director will oversee the development and implementation of governance systems, First Nation laws, policies, community engagement processes, citizenship administration, elections, language and culture initiatives, data governance, and organizational governance frameworks.

This position requires strong leadership, policy development expertise, community engagement skills, project management experience, and a thorough understanding of Indigenous governance and jurisdictional matters.

## **KEY RESPONSIBILITIES**

### **Governance Leadership**

- Lead the implementation of Magnetawan First Nation's governance priorities and strategic objectives.
- Support Chief and Council in exercising governance authorities under the Anishinabek Nation Governance Agreement.
- Develop governance frameworks, policies, procedures, and administrative systems.

- Ensure governance activities align with Chief and Council direction, approved workplans, and community priorities.
- Monitor emerging governance trends, legislation, and opportunities affecting First Nations.

### **Law Development and Implementation**

- Coordinate the development, review, enactment, implementation, and administration of First Nation laws.
- Facilitate community consultation processes related to governance initiatives and legislative development.
- Ensure laws and policies are consistent with applicable governance authorities and community priorities.
- Support implementation and compliance processes related to enacted laws.

### **Community Engagement**

- Develop and implement meaningful engagement and consultation processes for on-reserve and off-reserve members.
- Facilitate community meetings, information sessions, workshops, and engagement activities.
- Build trust and transparency through effective communication with community members.
- Support community awareness and education regarding governance initiatives.
- Policy Development and Administration.
- Lead the development, review, and implementation of organizational policies and procedures.
- Coordinate policy research and best-practice reviews.
- Prepare reports, briefing notes, recommendations, and governance documents for Chief and Council.
- Ensure policies remain current and responsive to community needs.

### **Citizenship, Elections and Governance Authorities**

- Support the administration of citizenship, elections, language and culture, and management and administration governance authorities.
- Support the administration of governance processes established under Magnetawan First Nation laws and governance authorities.
- Assist with governance transition planning and organizational readiness initiatives.

### **Data Governance and Strategic Initiatives**

- Support the development and implementation of data governance initiatives.
- Assist with information management and records management systems.
- Lead special projects and strategic initiatives as assigned by Chief and Council or the Executive Director.
- Support governance training, community education, and organizational capacity-building initiatives.

### **Committee and Governance Support**

- Provide administrative and strategic support to governance-related committees established by Chief and Council.
- Assist in the recruitment, orientation, training, and ongoing support of committee members.
- Coordinate committee meetings, agendas, minutes, and action items.
- Support the development and periodic review of committee terms of reference and governance mandates.
- Provide research, analysis, and recommendations to committees as required.
- Facilitate communication between committees, administration, and Chief and Council.
- Monitor committee workplans and ensure follow-up on recommendations and assigned actions.
- Support Elders, Youth, and community advisory groups involved in governance initiatives.
- Assist committees in carrying out community engagement, consultation, and information-sharing activities.
- Ensure committee activities align with Magnetawan First Nation's governance priorities and strategic objectives.

### **Intergovernmental Relations**

- Develop and maintain productive working relationships with Indigenous governments, federal and provincial governments, tribal councils, Indigenous organizations, and community partners.
- Represent Magnetawan First Nation at meetings, working groups, committees, and technical tables.
- Act as a liaison on governance-related matters.
- Support negotiations, consultations, and partnerships that advance Magnetawan First Nation's governance priorities.

### **QUALIFICATIONS**

- Degree in public administration, Indigenous Governance, Political Science, Law, Community Development, Business Administration, or a related field.
- Equivalent combinations of education, training, and experience may be considered.
- Minimum five (5) years of progressively responsible management experience.
- Experience working within a First Nation, Indigenous organization, municipal government, or public-sector environment.
- Demonstrated experience in policy development, governance, legislation, strategic planning, and community engagement.
- Strong research, analytical, report writing, and presentation skills.
- Knowledge of Indigenous governance, treaty relationships, and self-government initiatives.
- Knowledge of federal, provincial, and First Nation legislative and jurisdictional environments.
- Experience managing budgets, funding agreements, and staff.
- Strong project management and organizational skills.
- Excellent communication, facilitation, negotiation, and relationship-building abilities.

## **ASSETS**

- Knowledge of the Anishinabek Nation Governance Agreement.
- Experience supporting law-making or policy development processes.
- Understanding of Indigenous data sovereignty and governance.
- Ability to speak or understand Anishinaabemowin.

## **SPECIAL REQUIREMENTS**

- Valid Ontario Driver's Licence and reliable transportation.
- Ability to travel as required.
- Satisfactory Criminal Record Check.
- Ability to maintain strict confidentiality.
- Adherence to all Magnetawan First Nation policies and procedures.

**How to Apply:** Interested applicants may apply, in confidence, by sending a cover letter, resume, photocopies of education diploma by mail, hand deliver or email to

**Magnetawan First Nation**  
**10 ON-529, Britt, ON P0G 1A0**  
**Email: [recruiter@magfn.com](mailto:recruiter@magfn.com)**  
**Closing date: Open until filled**