



314 Airport Road,  
Tyendinaga Mohawk Territory, ON  
K0K 1X0

P. 613.396.2122  
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## Employment Opportunity

### **Vice-President Corporate Services**

Permanent Position

Hybrid

#### **About FNTI (First Nations Technical Institute)**

Since establishment in 1985, over 4000 students have graduated successfully from FNTI with certificates, diplomas and degrees, granted in partnership with Ontario's Colleges and Universities. An Indigenous post-secondary institution, FNTI offers programs targeted at Indigenous learners across a wide range of post-secondary disciplines including aviation, health, business, and public administration. FNTI delivers programming locally through its main campus in Tyendinaga on Ontario's beautiful Bay of Quinte, as well as in numerous community locations throughout Ontario.

#### **Description:**

The Vice-President, Corporate Services (VP, CS) holds a pivotal role at the FNTI, reporting directly to the President. This executive position is responsible for steering the institution towards excellence in fostering an enriching organizational culture, developing its people, and efficiently managing its financial and physical resources, including Information Technology (IT). As a key member of the senior leadership team, the VP, CS champions initiatives that align with FNTI's mission, vision, and values, particularly focusing on enhancing the educational delivery and development of its staff and students within an Indigenous context.

The Vice-President, Corporate Services will embody FNTI's commitment to nurturing a vibrant community that supports the growth and success of its students and staff through innovative leadership and dedicated management of the institute's resources and culture.



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## Responsibilities:

### Leadership and Strategic Direction

- Provide visionary leadership that enhances FNTI's mission, vision, and values, with a strong focus on creating an inclusive, supportive, and culturally enriched organizational environment.
- Lead the development and implementation of strategic initiatives in organizational development, people management, resource allocation, and infrastructure/IT strategy to support FNTI's strategic goals.
- Act as a spokesperson for FNTI, representing its interests in various internal and external forums, including interactions with government bodies, funding organizations, and stakeholders to secure necessary resources.

### Organizational Culture and Development

- Foster a values-based, shared leadership model that promotes consultative decision-making and collective responsibility.
- Guide the institute in adopting best practices in HR management, focusing on professional development, diversity, equity, and inclusion within the context of Indigenous education and community engagement.
- Mentor and support staff in achieving their development goals, ensuring alignment with the institute's strategic objectives.

### Financial, Resource, and IT Infrastructure Management

- Oversee all aspects of financial planning, reviews and approvals, budgeting, reporting, and forecasting, ensuring the financial sustainability and integrity of FNTI's operations.



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- Manage procurement, vendor selection, and contracts related to financial, physical, and IT infrastructure resources.
- Manage the institute's physical resources and IT infrastructure, ensuring robust systems and technologies that support both learning and administrative environments.
- Ensure that the institute's facilities, infrastructure, and technology systems are aligned with current needs and future growth, including overseeing upgrades and new implementations.
- Provide oversight for IT security, data governance, and network management, ensuring that infrastructure supports operational and strategic goals.
- Ensure compliance with all relevant financial, IT, and infrastructure policies, procedures, and regulations, acting as a key advisor to the President on financial and operational matters.

## Administration

- Lead the strategic planning process across areas of responsibility, addressing opportunities and challenges with innovative solutions.
- Oversee health and safety practices, ensuring a secure and effective environment for all members of the FNTI community.
- Ensure effective management practices are aligned with FNTI's values and strategic objectives, including the areas of infrastructure development, IT operations, human resources and finance.

Other duties assigned by the President

## Qualifications:

## Education

- Bachelor's Degree in Business Administration, Finance, Human Resources, Information Technology, or a related field.



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- Master's Degree (preferred) in Business Administration (MBA), Finance, or a related discipline.

## Experience

- 10+ years of leadership experience in finance, operations, human resources, and IT management, preferably at a senior management level.
- Proven experience overseeing multiple departments, such as finance, HR, IT, and facilities, in a mid-to-large-sized organization.
- Strong track record of strategic planning, process improvement, and operational oversight in a fast-paced or evolving environment.
- Experience in budgeting, financial forecasting, and resource allocation.
- Change management experience, particularly in integrating systems, policies, and processes across multiple departments.
- Experience working with executives and boards of directors.

## Skills & Competencies

- Strong ability to lead and inspire cross-functional teams, with a focus on performance and operational efficiency.
- Deep knowledge of financial principles, budgeting, cost control, and reporting.
- Understanding of IT systems and infrastructure, with the ability to oversee technology implementations.
- Familiarity with HR practices, talent management, employee relations, and compliance with employment law.
- Knowledge of facilities operations, including maintenance, health and safety, and compliance with building regulations.
- Ability to create and implement long-term operational strategies that align with the organization's goals.



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- Excellent written and verbal communication, with the ability to present complex information clearly to diverse audiences.
- Strong analytical skills, with a track record of making informed decisions based on data and organizational needs.
- Ability to manage large-scale projects, ensuring alignment with organizational objectives and timely completion.

### Certifications (Optional but Beneficial)

- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) for finance related expertise.
- Project Management Professional (PMP) for project and operations management.
- Certified Human Resources Leader (CHRL) for HR-related knowledge.
- Certified IT Professional (CIPS) certification for IT operations.

### Conditions of Employment:

- Must be within driving distance of the FNTI campus.
- Willing and able to travel on occasion as well as work overtime as required.
- Successful candidates must provide a satisfactory vulnerable sector check.

### Notes:

- All qualified applicants are encouraged to apply, however FNTI provides preference to those applicants with Indigenous ancestry who self-identify.
- Must be legally entitled to work in Ontario, Canada
- This is a vacant position posting.
- Hourly pay rate: \$59.30.

### To Apply:



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To express your interest in this position, please submit your cover letter, resume, and two references to [FNTI Careers — FNTI](#)

**Thank you for your interest. Please note only those selected for an interview will be contacted.**

FNTI is committed to creating an accessible and inclusive organization. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC), applicants may request accommodation related to the protected grounds at any stage of the hiring process.