



Capacity Development Analyst

National Circle of Indigenous Agriculture and Food

The National Circle of Indigenous Agriculture and Food (NCIAF) is seeking an experienced and dedicated Capacity Development Analyst to help our organization reignite the role of Indigenous peoples in agriculture and food, through knowledge sharing and supporting business creation, while honoring First Peoples, their lands, and Mother Earth. This role will play an important role in supporting our three strategic pillars:

- Advancing reconciliation and building bridges between Indigenous communities, Peoples, and other agriculture and food industry stakeholders and creating a national vision for Indigenous agriculture;
- Support the development of Indigenous agriculture and food businesses; and
- Build Indigenous capacity for agriculture through awareness of opportunities, knowledge exchange, and education and skills development.

The NCIAF is an Indigenous-led non-profit organization operating on core values of collaboration, communication, innovation, entrepreneurship, inclusivity, effective planning and execution, visionary thinking, and respect for Indigenous values, protocols, and ways of doing. The NCIAF aims to create a safe and inclusive environment where everyone is heard and respected. Empathy is an important part of this, and the organization strives to be a leading voice in Indigenous agriculture while also expanding the conversation to a broader audience. Ultimately, the goal is to get Indigenous agriculture on the agenda and create a sustainable future for Indigenous communities and the broader food system.

For more information on the NCIAF, please visit www.nciaf.ca

Key Responsibilities

- Lead the NCIAF's internal grant research and writing, maintain up-to-date knowledge of funding opportunities and requirements, manage internal tracking tools, and support high-quality, culturally respectful grant reviews for clients.
- Support delivery of NCIAF programs by managing dashboards, reports, performance metrics, and leading intake, documentation, and cross-departmental program coordination.
- Maintain and expand the NCIAF Web Hub as a trusted resource platform by preparing, organizing, and publishing tools, templates, and funding-related materials that support capacity development and program participation.
- Contribute to the creation, refinement, and finalization of NCIAF programs and resources, ensuring materials are practical, culturally relevant, and ready for distribution at key events.
- Assist in establishing and sustaining NCIAF networks and provide coordination, documentation, event logistics, and administrative support across teams.

Skills and Qualifications:

- Postsecondary education in agriculture, Indigenous studies, business, education, or a related field, or equivalent experience.
- Experience working with Indigenous communities, organizations, or governments, with a clear understanding of cultural protocols and relationship-based approaches.
- Demonstrated experience with grants, proposal writing, funding programs, or reporting requirements is a strong asset.
- Proficiency with data tracking and reporting tools (e.g., Excel, CRM systems, dashboards, data visualization tools).
- Strong research, writing, analytical, and organizational skills.
- Ability to manage multiple priorities, timelines, and deliverables with attention to detail.
- Understanding of food systems, agriculture, food sovereignty, or community development is considered an asset.
- Positive, collaborative team player with a proactive and solutions-oriented mindset.

If you believe you can make a strong contribution to the National Circle for Indigenous Agriculture and Food as the Capacity Development Analyst, please submit your resume in confidence to kate@nciaf.ca.