



CANADIAN INTERAGENCY FOREST FIRE CENTRE INC.
CENTRE INTERSERVICES DES FEUX DE FORÊT DU CANADA INC.

Director of Business and Governance

Location: Winnipeg, MB | In-Office Position

Closing Date: June 22, 2026

About CIFFC

The Canadian Interagency Forest Fire Centre (CIFFC) supports wildfire management agencies across Canada by coordinating resource sharing, strengthening national collaboration, and advancing programs and standards that improve Canada's collective wildfire response and resilience. FireSmart Canada, a program under CIFFC, empowers communities and individuals to take proactive steps to reduce wildfire risk through education, resources, and best practices for prevention and mitigation.

The Opportunity

Reporting to the Executive Director, the Director of Business and Governance (the Director) is a senior management position with the Canadian Interagency Forest Fire Centre Inc. (CIFFC) and is responsible for leading the Business and Governance Division. This Division manages the central services functions of the organization including accounting and finance, human resources, corporate governance, information technology, and administration.

The Director provides stewardship and oversight for a wide range of initiatives and serves as a cross-functional liaison for the organization to ensure all divisions and staff are aligned for efficient delivery of CIFFC's mission and strategic plan.

Key Responsibilities

- Provides overall leadership and direction to the Business and Governance Division, ensuring its initiatives and priorities are aligned with CIFFC's strategic plan.
- Directs and supports the accounting and finance functions of the organization, working in conjunction with CIFFC's Finance Manager and accountant(s) to manage cash flow, financial planning, audit processes, and reporting requirements.
- Directs and supports the information management and information technology (IT) functions of the organization, working in conjunction with CIFFC's IT Architect to manage CIFFC's systems, applications, equipment, services, and national projects and strategies.
- Directs and supports the administrative and office management functions of the organization, coordinating the Administrative Assistant(s) to aid a variety of support services that contribute to the efficient, effective, and professional operation of the CIFFC office.
- Manages contracts and agreements with CIFFC partners, external consultants, and service providers in coordination with project leads.
- Manages CIFFC's internal human resources and provides strategic direction by maintaining CIFFC's Administration Manual and related policies and procedures.
- Maintains confidential personnel files and payroll records.



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- Acts as Plan Administrator for CIFFFC's employee health benefits plan.
- Leads recruitment efforts including engagement of HR professionals, posting and monitoring job advertisements, screening and interviewing, and managing employee onboarding processes.
- Manages CIFFFC's Occupational Health and Safety program, Business Continuity Plan, and office procedures and protocols.
- Coordinates CIFFFC's performance management system, ensuring all employees have documented annual workplans and receive performance appraisals.
- Assists with Grant oversight and finances from federal sources and philanthropic partners.
- Provides subject matter expertise of and maintains related CIFFFC corporate governance policies and procedures related to board and committee management, and the corporation's bylaws.
- Acts as recording secretary for CIFFFC's governing boards, planning all meetings, developing agendas, recording minutes, tracking post-meeting action items, and liaising with membership.
- Maintains records and files of the business of CIFFFC's three governing boards.
- Liaises with CIFFFC's corporate legal representation on behalf of CIFFFC and the Executive Director.
- Manages the day-to-day operations of CIFFFC's Winnipeg headquarters.

Qualifications

- Graduation from a recognized university or college with a degree or diploma in business administration, public administration, finance, accounting, or an equivalent combination of education and experience.
- Minimum five (5) years of progressive experience in corporate or public administration.
- Demonstrated experience of direct responsibility for organizational finance, accounting and/or general management.
- Experience working within a wildfire management, wildfire resilience, or wildfire-related organization is required.
- Knowledge of corporate governance processes and due diligence.
- Ability to establish and maintain strong working relationships with staff and stakeholders.
- Exceptional organizational skills and attention to detail.
- Strong verbal and written communication skills.
- Strong computer literacy and ability to utilize current and emerging technologies.
- Ability to resolve conflict, problem-solve, achieve consensus through collaboration, manage change, and achieve results.
- Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Dynamics).
- Ability to effectively manage multiple priorities and meet deadlines.
- Ability to take initiative and work well under limited supervision.
- Ability to maintain confidentiality when dealing with private/sensitive information.
- Ability to effectively communicate (verbally and written) in Canada's two official languages (English and French) preferred.

Key Competencies

- **Integrity & Trust:** Honest, reliable, follows through.
- **Client and Stakeholder Focus:** Builds strong relationships; communicates with diplomacy.



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- **Problem Solving:** Breaks down issues and finds practical solutions.
- **Quality of Work:** Produces accurate, high-quality documentation.
- **Adaptability:** Comfortable shifting priorities, especially during fire season.
- **Collaboration and Teamwork:** Works effectively across teams and jurisdictions.
- **Drive for Results:** Proactively pushes work forward; brings tasks to completion.
- **Planning & Organizing:** Manages multiple timelines, priorities, and groups with strong structure and time management.
- **Emotional Intelligence:** Maintains professionalism, composure, and positive relationships in a fast-moving and high-stress environment.

Work Arrangement

- Full-time, in-office work environment
- Willingness to travel occasionally

Salary Range

The base salary range for this position is between \$127,304 - \$166,925 annually.

(The starting salary will be determined based on relevant experience, skills, and internal equity. New hires generally begin within the lower to first quarter of the range, with room to progress as they develop in the role.)

This represents base salary only and does not represent other compensation components of the total compensation (i.e. annual vacation allotments, pension contributions, etc.). The actual base salary will vary depending on relevant job-related factors such as knowledge, skills, qualifications, experience, and education/training. If you are selected to move forward in our recruitment process, our recruitment team will be able to provide additional details of the total compensation package for this role.

How to Apply:

To apply, combine your cover letter and resume into a single PDF. Submit your application at:

www.peoplefirsthr.com/jobs/

For further information about this career opportunity, please feel free to contact Janelle Robin at 204.396.4752.

We thank all applicants for their interest; however, only those selected will be contacted for an interview.