

*With a bold, future-looking mandate, the Canada Foundation for Innovation equips researchers to be global leaders in their field and to respond to emerging challenges. Our investments in state-of-the-art tools, instruments and facilities underpin both curiosity- and mission-driven research that cuts across disciplines and bridges all sectors. The research infrastructure we fund mobilizes knowledge, spurs innovation and commercialization, and empowers the talented minds of a new generation.*

## **Job Opportunity**

### **ASSOCIATE DIRECTOR OF BUSINESS APPLICATIONS**

Reporting to the Director of Information Systems, the incumbent is responsible for the overall management of the CFI's business applications. The individual will ensure the effective management of a team of business analysts, application developers, external vendors and testers in alignment with the business objectives of the Canada Foundation for Innovation (CFI). They will collaborate with the management team and other business units to develop, implement and continuously improve business systems for all levels of the organization. The Associate Director of Business Applications is responsible for managing information services projects and business processes; performing business analysis; delivering training; and, developing, testing, maintaining and supporting applications and databases.

In collaboration with the Associate Director of Information Management and Information Technology, the incumbent delivers an effective service for information systems to the organization.

#### **Key activities:**

##### **Strategy, planning and architecture**

- Implement and manage the business applications strategy and architecture required to meet the objectives and mission of the CFI
- Work with the Associate Director of Information Management and Information Technology to establish requirements for business applications and their integration with the technology architecture of the CFI
- Make recommendations for improving business applications to address current and future business needs
- Coordinate with external partner organizations to ensure collaborative delivery
- of services
- Manage vendor and consultant relationships, including liaising, negotiating and administering requests for proposals, contracts and service agreements
- Provide advice to the Director of Information Systems and the management team on strategic initiatives and the execution towards project outcomes

##### **Operational management**

- Manage a team of business analysts and Dynamics developers, including recruitment, supervision, scheduling, development and evaluation

- Organize the team into application portfolios to delegate leadership of the applications to Senior Business Analysts
- Oversee the management of the teams' workloads by the Senior Business Analysts in order to manage delivery schedules and requirements of the business
- Oversee technology budgets and allocation of resources
- Provide support and mentorship to Information Technology staff and team members

### **Project management and business analysis**

- Ensure existence and use of policies, best practices, procedures and tools that ensure the continuous improvement of project management, business processes and application design and delivery
- Manage the design and implementation of business architecture and business application and technology architectures of the CFI's business systems environment
- Analyze business processes and functional architecture to identify opportunities for improvement in alignment with the CFI's strategic and operational objectives
- Lead the Information Systems Steering Committee secretariat, including project oversight and change and risk management
- Oversee all business analysis-related activities including development of project scope and vision, project planning, budgeting and change management, review and approval of all business analysis plans, requirements, specifications, recommendations, change management, training, quality assurance and documentation

### **Development**

- Oversee the design, development, testing, deployment, operations and maintenance of applications, both in-house and outsourced, includes implementation of commercial-off-the-shelf applications

### **Qualifications**

- University or college education, preferably in Information Systems (or equivalent) and minimum of five years of related experience (including in IT project management and/or business analysis)
- A minimum of three years experience in a senior role or managing a business analysis team and in coordinating delivery of development projects
- Relevant experience in the management of different types of projects, specifically including application development projects
- Strong understanding of project management approaches, and the ability to apply these in an effective manner that acknowledges the priorities and culture of the CFI
- Ability to translate broad, strategic intent into tactical plans and directions
- Knowledge of the mandate, programs and policies of the CFI and an understanding of its broad objectives, as well as its existing information system architecture and legacy systems
- Expertise in business analysis best practices and International Institute of Business Analysis (IIBA) standards

- Experience with business processes and applications related to the management and administration of grants and awards
- Excellent ability to critically think through and analyze complex qualitative and quantitative information, identify issues and formulate recommendations
- Expertise in software development lifecycles
- Ability to manage competing priorities and demands
- Strong interpersonal communication skills, both orally and in writing

### **Assets**

- Masters Certificate in Business Analysis (MCBA)
- Certified Business Analysis Professional (CBAP)

### **Total compensation:**

The CFI offers a competitive compensation package that includes employee benefits and participation in the Sun Life Financial pension plan, four weeks of paid vacation leave as well as personal days and access to the Wellness Fund that covers health and wellbeing items for you and your family.

**This is a full-time position in a hybrid work environment, requiring a minimum of two days per week at the CFI offices.**

**Please send your CV and a cover letter by end of day on July 20, 2025, to:**

Eric Desjardins  
Director of Human Resources  
Canada Foundation for Innovation  
55 Metcalfe Street, Suite 1100  
Ottawa ON K1P 6L5  
[hr@innovation.ca](mailto:hr@innovation.ca)

We would like to thank all candidates who apply. Only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official languages principles and respects Ontario's Accessible Customer Service Policy. We attempt to accommodate individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please let us know in advance if you require accommodation to participate in the hiring process.

The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

The Canada Foundation for Innovation respectfully acknowledges that its head office is located on the traditional, unceded territory of the Anishinaabe Algonquin People.

Visit [Innovation.ca](https://www.innovation.ca) and our "[Careers](#)" page for more information about the CFI.