



Canada Foundation for Innovation Fondation canadienne pour l'innovation

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 PLANNING AND PROJECT MANAGEMENT

- **Number of opportunities:** One full time permanent position
- **Existing or anticipatory:** Existing position
- **Expected starting salary:** Level 6: \$120,200 - \$140,900
- **Work location:** hybrid - minimum two days per week at the CFI offices in Ottawa
- **Closing date:** May 17, 2026

Position summary

As a member of the Programs and Planning Business Unit, the Associate Director, Planning and Project Management position (Associate Director, PPM) is responsible for managing the integrated planning process for all fund competitions and projects initiated within the unit.

Reporting to the Director, the Associate Director, PPM works closely with the Director, the Vice-President of Programs and Planning, and the other Associate Directors, and brings a collaborative approach to ensuring effective planning and project management within the Programs and Planning Business Unit. The position also ensures cross-functional collaboration between the Programs and Planning Business Unit and other business units at the CFI.

Key activities:

- Leads business process management initiatives to promote consistency in delivery of the Programs and Planning Business Unit's functions to identify efficiencies and align with best practices.
- Prepares collaboratively with the Vice-President of Programs and Planning, Director of Programs and the other Associate Directors, annual plans for competitions, projects, special initiatives, etc. to ensure timely delivery of work and an effective allocation of unit resources.
- Develops and implements a standardized project management approach that collects input from all stakeholders involved in the competition, project, or special initiative.
- Prepares detailed project plans, and centrally manages and tracks milestones, implementation, and ensures cross-functional delivery.
- Optimizes and improves work flows and processes in the spirit of continuous improvement and work efficiency.

- Prepares project management reports for presentation to Senior Management, including project tracking, resource allocation and related budget implications.
- Encourages ongoing knowledge transfer and awareness of activities across the Programs and Planning Business Unit and other CFI business units.
- Serves as the main point of contact between the Programs and Planning Business Unit other CFI business units for operational issues.
- Supervises one coordinator position, ensuring effective prioritization of work, performance development, and alignment with planning and project management objectives.
- Participates in other projects, as required.

Abilities:

- Ability to lead initiatives in an engaging and inspiring manner
- Ability to gain consensus on approaches and project methodologies
- Ability to multi-task and manage various project elements simultaneously
- Ability to embrace change and empower others in the spirit of improvement
- Ability to work with databases, electronic communications, spreadsheets, and text processing software, including Microsoft Word, Excel, PowerPoint, and related Project Management software

Skills and knowledge:

- Excellent interpersonal skills, including good judgement, discretion and professionalism
- Strong time management and organizational skills
- Comprehensive knowledge of Canada's research community
- Excellent verbal and written communication skills in both official languages
- Big picture thinking and vision
- Project management skills
- Leadership skills
- Capacity to manage high-stress situations
- Capacity to resolve conflictual situations
- Exceptional attention to detail

Requirements:

- A university degree; a post-graduate degree is preferred
- Project Management Professional (PMP) Certificate or equivalent
- Minimum 5 years' experience in planning and managing programs and /or projects
- Occasional travel and irregular work hours

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.

Associate Director of Planning and Project Management

Please send your CV and a covering letter by end of day on **May 17, 2026**, to:

Diane Larabie
Manager of Human Resources Services
Canada Foundation for Innovation,
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
hr@innovation.ca

The CFI does not use any AI tools at any time in the screening of applicants.

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 our workplace.

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.