

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 PROJECT MANAGEMENT FOR INFORMATION SYSTEMS

- **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:** June 14, 2026

Position summary

Reporting to the Director of Information Systems, the Associate Director of Project Management for Information Systems (IS) will work with the Associate Director of Business Applications and the Associate Director of Information Management and Information Technology. They will be primarily responsible for managing all IS projects, as well as other CFI projects requiring a project management function.

In addition, the incumbent will provide accurate advice to CFI executives on strategic initiatives and the progress toward project outcomes. They will work in collaboration with the Associate Director of Information Management and Information Technology and the Associate Director of Business Applications to deliver effective IS services for the CFI.

Responsibilities:

The incumbent may be asked to perform any or all of the following activities:

- Plan, initiate and execute IS projects on behalf of all departments
- Oversee and be accountable for all IS projects, including planning, reporting, budget management, administration, tracking, contracts and teams
- Spearhead the use of project management best practices within the organization
- Practise comprehensive change and risk management for all IS projects
- Participate in other relevant CFI projects and activities, including creating or refining information collection and management tools
- Assist with developing policies, procedures, tools and processes for effective and efficient management of projects within the CFI

- Support the Director of Information Systems in the management and operation of IS functions
- Assist with developing and reviewing RFPs, as well as managing consultants and contracts
- Represent the CFI at meetings with external stakeholders.

Skills and knowledge:

- A university degree, preferably in IS, business administration or a related field
- Project Management Professional certificate or equivalent (e.g., CBAP, ITIL)
- Minimum five years of experience in planning and managing projects, programs and teams
- Significant experience managing different types of projects, including specifically application development projects
- Strong understanding of project management best practices and the ability to apply these effectively in alignment with organizational priorities and culture
- Experience effectively managing diverse stakeholders to create a mutually respectful and structured environment working toward common goals
- Familiarity with business processes and applications for managing and administering grants and awards
- Experience in change and risk management
- Critical thinking skills for analyzing complex qualitative and quantitative information to identify issues and form recommendations
- Demonstrable project management skills, including multitasking and meeting deadlines
- Substantive experience using database and development software to manage projects
- Expertise in software development methodologies and lifecycles
- Capacity to manage high-stress situations and resolve conflict
- Exceptional attention to detail

Assets

- Proficiency with Microsoft products/technologies including Microsoft 365 and SharePoint, as well as experience with Microsoft Dynamics and Power Platform
- Excellent interpersonal, oral and written communication skills, with competency in both French and English
- Ability to take initiative, work independently and cooperate with a team
- Knowledge of the mandate, programs and policies of the CFI and an understanding of its broad objectives
- Understanding of the types of IS in place or envisaged at the CFI

The work occasionally requires 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

Associate Director of Project Management for Information Systems

personal days and access to the Wellness Fund that covers health and wellbeing items for you and your family.

Please send your CV and a covering letter by end of day on **Sunday June 14, 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.