



Ontario Native Women's Association

Job Description

Specific Title:	Research Manager	
Department:	Research and Evaluation	
Created on:	March 16, 2026	
Revised on:		Band: 6

VISION:

At the Ontario Native Women's Association (ONWA), we celebrate and honour the safety and healing of Indigenous Women and Girls as they take up their leadership roles in the family, community, provincially, nationally and internationally for generations to come.

ONWA MANDATE

The Ontario Native Women's Association (ONWA) is a 50+ year old not-for-profit organization that empowers and supports Indigenous women and their families in the province of Ontario. ONWA's mandate is to encourage and support the leadership and participation of Indigenous women in all aspects of their lives.

ONWA VALUES

ONWA is committed to using a human rights framework for our work. As our foundation, we use the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). This framework supports Indigenous women's individual and collective rights to have their own agencies, to be directly and meaningfully engaged on issues that directly impact them and the reclaiming of their leadership.



ONWA ORGANIZATIONAL STRUCTURE

At ONWA, we focus on each person's responsibilities are part of the whole. We come together in unity and work towards one vision. ONWA's Operating Model (below) places Indigenous women at the centre surrounded by our vision, principles, and mandate. Our operating model is reflective not only of our organizational structure but also reflective of the intersectionality of our work as an agency and focuses on everyone's responsibilities as leaders within the agency.

To learn more about ONWA's Organizational Structure: <https://www.onwa.ca/about>

ONWA's Strategic Picture guides all the work we do as an agency, our plan and goals were developed from listening to Indigenous women in community as our foundation for systemic change to meet our purpose as an agency. As an agency ONWA is working to implement and restore Indigenous systems and ways of being and knowing as our operating models.

SCOPE:

Reporting to the Associate Director of Research and Evaluation, the **Research Manager** is part of the management team and oversees planning, implementation and evaluation of research projects. Under the guidance of the Associate Director, the Research Manager ensures strategic priorities of short and long-term projects align with ONWA's strategic picture.

This role applies a human-rights and Indigenous women-centered approach to inform and build research, evaluation and data governance practices that are implemented and align with ONWAs frameworks. Working collaboratively with the research advisor, the Research Manager will plan and coordinate research projects, create research questions, plans and evaluation methods that will be used for the projects. The Research Manager will develop and implement project work plans, develop budgets, monitor expenses and oversee day-to-day project operations to ensure project deliverables are met.

QUALIFICATIONS:

SKILLS:

- A Degree/Diploma related to Social Sciences, Statistics, Evaluation, or equivalent discipline with a minimum of five (5) years' experience in a Supervisory or Management role, a master's degree is considered an asset and preferred.
- Minimum 3 to 5 (three-five) years previous work experience in supporting and advocating for Indigenous women and families.
- Demonstrated administrative management with the ability to supervise a team with a variety of agreements, work plan initiatives, and budgets.
- Significant knowledge and experience with Indigenous culture, traditions, medicines, and ceremony.
- Ability to develop and support the Research and Evaluation team and provide in-house mentoring and creating practical training and program evaluation plans.

- Demonstrated experience writing proposals and managing contribution agreements.
- Excellent written and oral communication skills including ability to adapt service delivery practices to meet community gaps and needs.
- Experience with financial planning including development and oversight of workplan budgets, expenditures, reporting and maintaining working relationships with all funders
- Excellent written and oral communications skills.
- Experience working with Indigenous Peoples, knowledge of Indigenous cultures and traditions.

KNOWLEDGE:

- Strong knowledge of both western and Indigenous research methodologies, including the understanding of evaluation, performance measurement, and research practices.
- Knowledge of ethics practices in research, including national standards and policies for research with Indigenous populations.
- Knowledge of copyright law and intellectual property rights and the use of artificial intelligence in research is considered an asset.
- Awareness of the recent, historical, and intergenerational trauma that Indigenous women and their families may have experienced, including the psychological, neurological, physiological, social, and spiritual impact of trauma.
- Understanding of the principles of cultural trauma-informed care and wise practices.
- A strong understanding of gendered-based analysis from an integrated feminist, anti-racist, anti-oppressive perspective/lens.
- Willing to work flexible hours as needed to provide ongoing support and services to management team.
- Knowledge of not-for-profit organizations processes, procedures, and objectives.
- Demonstrated organizational, time management, and facilitation skills with the ability to complete projects and assigned duties independently within strict deadlines.
- Demonstrated ability to build strong community partnerships, networking practices, and community collaboration.
- Knowledge and understanding of current issues facing Indigenous Women and their families, including Indigenous Gender-Based violence and Missing and Murdered Indigenous Women and Girls (MMIWG).
- Knowledge of principles of Indigenous data sovereignty practices, OCAP© training is an asset.
- Knowledge of Indigenous Culture, Traditions, and Indigenous Community.
- Ability to speak an Indigenous Language is considered an asset.
- Valid 'G' license with 2-million-dollar insurance coverage.
- Cellular phone and internet access is required within this position.

ATTITUDES:

- Highly motivated, able to work independently and collaboratively, manage competing priorities, and meet strict deadlines.

- Must be willing and able to work within a flexible hybrid (remote/in-office) model based on operational needs and will be determined by ONWA.
- Willingness to travel as required.
- Current, valid vulnerable sector check. Valid 1st Aid/CPR.

VALUES:

- Passionate about advancing the rights and well-being of Indigenous women and communities.
- Role model the application of ONWA's foundational Indigenous teachings in a professional context, i.e. respect, effective work practices, commitment, integrity.
- Strong understanding of and demonstrated commitment to the vision of ONWA.

KEY CORE COMPETENCIES REQUIRED:

- **Culturally Informed** – Based on ONWA's bundles we honour all Indigenous cultures and way of being. As an agency we are guided by the 13 Grandmother moon teachings, Inuit Qaujimagatuqangit (IQ) principles, the 7 Sacred Teachings, 4 agreements and other teachings within our bundle.
- **Indigenous Gender-Based Analysis Informed** – Applying an intersectional lens, we realize that Indigenous women occupy multiple social identities and experience systemic racism and discrimination as they navigate many systems in their lives. All the work we do is working towards restoring Indigenous women's leadership and addressing systemic issues.
- **Indigenous Trauma Informed Practice** – Uses a trauma-informed approach that recognize that as an Indigenous women's agency the work we do focuses on the strength-based approach and incorporates restorative healing practices in all the work we do.
- **She is Wise Informed** – Recognizes that Indigenous women are the experts and guide our work. Indigenous women in leadership positions in the agency, our membership and in community provide foundational knowledge in all the work we do collectively.

RESPONSIBILITIES - SPECIFIC:

LEADERSHIP & MANAGEMENT:

- Provide coaching, mentoring and direct assistance to staff
- Support recruitment, hiring and evaluation of staff
- Plan, organize, evaluate the operations of projects
- Develop workplans, manage day-to-day operations and monitor project timelines and deliverables
- Communicate with project team and leadership to achieve project outcomes

- Carry out effective financial management of project budgets
- Identify and evaluate potential risks for projects
- Other duties as assigned.

RESEARCH, EVALUATION, DATA AND IMPACT MEASUREMENT:

- Manage data governance and collection practices
- Seeks opportunities for collaboration and funding opportunities to support the sustainability of RE framework development
- Plans, coordinates and leads research projects and evaluation plans
- Creates research questions, plans and evaluation methods
- In collaboration with the data specialist, develop data collection and data analysis frameworks to support research projects
- Ensures ethical process are followed that protect Indigenous women's stories

STRATEGIC PLANNING AND CAPACITY BUILDING:

- In collaboration with staff, identify training needs/goals to support capacity building.
- Collaborates with other portfolios to ensure strategic priorities are met.
- Contributes to strategic and operational planning as required.

COMMUNITY ENGAGEMENTS:

- Support team with project specific engagements with Indigenous women and communities.
- Support team with affirmation processes for research projects.
- Guide engagement with Indigenous women and communities.

ADMINISTRATIVE:

- Provide administrative support on an as needed basis.
- Always maintains confidentiality.
- Understanding of ONWA's Strategic Plan and Resolutions and awareness of ONWA's key reports.
- Complete monthly reports and submit them to the Associate Director when required.
- Complete quarterly reports on or before the requested due date.
- Participate within internal committees and meetings such as MART.
- Monitor project expenditures.
- Develop project budgets according to agreements.
- Develop ONWA's policies and procedures to be approved by management.
- Other reports or admin as assigned.

Note: This job description is not designed to cover or contain a comprehensive listing of job duties. ONWA is a collaborative organization that relies on teamwork. Other job duties may be assigned as needed.

EXPECTED STANDARDS OF PERFORMANCE:

1. Adhere to the Policies and Procedures as set by the ONWA.
2. Representation on committees as required for the enhancement and benefits of ONWA's programs.
3. To network and promote ONWA and all ONWA related programs. Maintain good communication.
4. Always maintain professionalism.
5. The completion of functions outlined in the description and the achievement of goals set to a high level.
6. Attendance and conduct at work according to the requirements of the Association's Personnel Policy.
7. Adherence to the Code of Ethics, and positive relationship building.

AUTHORITY:

To execute duties and responsibilities outlined in the job description.

ACCOUNTABILITY:

The **Research Manager** will be directly accountable to the **Associate Director of Research and Evaluation** for the proper completion of the functions outlined in the job description.

Employee Signature

Date