

Executive Director – FAFIA



Position Overview

The Executive Director, in collaboration with the FAFIA Steering Committee, is responsible for the leadership and management of FAFIA. We are looking for a dynamic feminist who is committed to furthering women's substantive equality and human rights. We are looking for a strong leader who flourishes in a team environment. The work of the Executive Director of FAFIA is exciting, demanding and hugely rewarding. We look forward to welcoming someone who will embrace the possibilities and challenges of the position and work in close collaboration with the Steering Committee.

It is the primary role of the Executive Director to guide FAFIA in the implementation of our goals, ensuring ongoing compliance with our articulated values and mission. The Executive Director is responsible for developing and maintaining a collaborative working relationship with the Steering Committee and FAFIA staff. The Executive Director supports and supervises the FAFIA staff and oversees the planning and execution of FAFIA's work.

Location: Ottawa, ON.

Hours: A standard work week, including evening and weekend work as required. This is a full-time permanent position, dependent on funding.

Salary: A competitive salary appropriately related to experience will be offered.

The perks:

- A collegial and supportive work environment where work-life balance is valued
- Working with an experienced and knowledgeable team on important social issues
- National and international travel
- A great compensation package including health/dental benefits and generous vacation
- Flexible work schedules
- Telecommuting opportunities

Who We Are

The Canadian Feminist Alliance for International Action (FAFIA) is a coalition of over sixty women's organizations in Canada and Québec. FAFIA's goal is to ensure that governments in Canada comply with their international human rights obligations to protect and advance women's human rights in Canada. FAFIA's mandate is to ensure that women in Canada can and do use treaty law and procedures effectively to advance their equality in local and national contexts.

Primary Duties and Responsibilities

In concert with the Steering Committee and the staff, the Executive Director provides leadership in the following areas of responsibility:

Operational including:

- Developing and implementing an operational plan in line with FAFIA's strategic plan
- Developing and overseeing projects and programs
- Overseeing the daily and ongoing operations of FAFIA
- Ensuring compliance with funders' requirements

Human Resources including:

- Determining and filling staffing requirements for organizational work and obligations
- Mentoring and supervising staff
- Maintaining a positive, healthy, and safe work environment

Financial Planning, Management, and Fund Development including:

- Preparing and maintaining a comprehensive budget for the organization
- Securing adequate funding for the on-going operations of the organization
- Overseeing the development and implementation of fundraising plans
- Administering the funds of the organization

Community Relations/Advocacy including:

- Establishing and maintaining good working relationships and collaborations with women's organizations, social justice organizations, partners, and funders to help achieve the goals of FAFIA
- Advancing FAFIA's policy positions in interactions with public officials and media
- Enhancing the involvement of member groups in FAFIA's activities
- Promoting FAFIA's profile internationally and domestically
- Keeping up to date on domestic issues and international and regional human rights obligations and activities that impact women

Qualifications

Education

- University degree in a related field (Preferred: Human Rights, Law, International Studies, Women's Issues)

Knowledge, skills, and abilities

- Demonstrated commitment to women's rights, human rights, and feminist issues
- Strong intersectional feminist substantive equality analysis
- Knowledge of CEDAW and United Nations instruments and forums
- Knowledge of policy development and legislative processes in Canada
- Knowledge of human resources and project management

- Knowledge of financial management and fund development
- Excellent written and oral communication skills in English are required; fluency in French¹ is an asset
- Extensive knowledge and use of Microsoft Office and multiple social media platforms

Experience

- 5 or more years of progressive senior management experience in the not-for-profit sector
- Experience working collaboratively with a volunteer board
- Experience in grant/proposal/report writing
- Experience engaging with domestic policy, legislative processes, and in international human rights forums is an asset

Competencies

- **Strategic Thinking:** Assesses options and actions based on trends and conditions in the environment, the vision, and values of the organization
- **Intellectual Curiosity:** Animated by complex difficult questions and open to new ideas
- **Adaptability:** Demonstrates a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- **Relationship Building:** Establishes and maintains positive working relationships with others, both internally and externally, to achieve the goals of the organization
- **Leadership:** Positively influences others to achieve results that are in the best interest of the organization
- **Decision Making:** Assesses situations to determine the importance, urgency and risks, and makes clear decisions which are timely and in the best interests of the organization
- **Planning:** Determines strategies to move the organization forward, sets priorities and goals, creates and implements action plans, and evaluates the process and results

Application Process

Please send a cover letter (that specifically addresses how your skills and experience meet the above requirements) and CV to the attention of the hiring committee at communications@fafia-afai.org. Please ensure you put “Executive Director Application ” in the subject line of the email. We will commence reviewing applications on June 5 2020, and will start contacting applicants for interviews shortly thereafter. We will continue to consider applications until the position is filled. Although we appreciate the interest of all applicants, we will only contact applicants who are being invited for an interview.

Women with intersecting oppressions are strongly encouraged to apply.

If you have any questions about the role, feel free to send us an email at: communications@fafia-afai.org.

¹ Please note while FAFIA is taking steps to become more fully bilingual, the primary working language of the organization is English.