

Job Posting
Executive Director, MATCH International Centre
World University Service of Canada (WUSC)

Competition Number: 12/04

Position Title: Executive Director, Match International Centre

Branch/Section: WUSC Overseas Programs

Reports to: Sr. Manager, Programs & Program Development (WUSC) / MATCH Board of Directors

Employment Type: 2 years, full-time

Language: Bilingual, English & French

Salary: \$55,000 - \$70,000 plus benefits

Location: Ottawa, ON with occasional travel in Canada and internationally

Competition Start Date: February 17th 2012

Competition End Date: March 5th 2012

Background

MATCH is an international development organization that is guided by a feminist vision of sustainable development. MATCH recognizes the diverse realities of women and respects women's efforts for self-determination. For over thirty-five years, MATCH has connected the financial and human resources of Canadians with the creativity and commitment of grassroots women's organizations in the South to promote sustainable development, end violence against women and eradicate poverty.

Currently, MATCH is experiencing a period of transition in which the Board is actively revising its Strategic Plan, updating its governance model and seeking to secure new institutional funding. Recently, MATCH has entered into a strategic partnership with World University Service of Canada (WUSC), under this agreement, WUSC provides administrative, operational and program management support to MATCH.

Nature and Scope

The Executive Director, MATCH is responsible for articulating MATCH's strategic direction, programming vision and developing programs and carrying out fundraising efforts for MATCH's programs. The successful candidate will help to lead MATCH through an exciting period of transition at the operational and programming level – one that provides opportunities for innovation.

The Executive Director of MATCH will be an employee of WUSC and will report operationally to the Sr. Manager, Programs & Programs Development at WUSC, and to the MATCH Board of Directors on matters within the authority of the Board.

Key Priorities

- Reconnecting with women's organizations and international NGO networks domestically and in the South;
- Providing strategic research findings to the Board to assist it in finalizing strategic priorities;
- Identifying and developing new strategic partnerships for MATCH;
- Developing and implementing a revised programming plan;
- Pursuing grant and other opportunities to secure funding;
- Working with the MATCH Board to organize and execute private donor fundraising;
- Identifying opportunities for public engagement in Canada.

Key Areas of Responsibility

Board Liaison & Organizational Management

- Works with the Board of Directors to develop and implement a Strategic Plan, Action Plan and annual budget for the organization
- Assists in formulating policy and recommends to the Board annual and long-term organizational directions, priorities, and goals
- Liaises with WUSC colleagues regarding administrative, financial and other organizational support areas
- Prepares relevant documents and attends all meetings of the Board of Directors and all meetings of the committees of the Board as an ex-officio non-voting member
- Supervision of staff, volunteers and consultants as appropriate, including setting work plans, terms of reference, etc.

Program Development

- Works with the Board of Directors to articulate a programming vision for MATCH
- Identifies and pursues possible sources of governmental, private and institutional funding
- Submits applications for funding to a wide variety of sources based on MATCH's strategic priorities
- Identifies possible areas for program improvement and development based on research, past evaluations and current trends
- Establishes a budget for potential programs

Program Management

- Implements, monitors and evaluates MATCH programs in collaboration with partners
- Liaises with donors, partners, staff and volunteers for the successful implementation of MATCH programs

External Relations

- Nurtures relationships with potential and existing donors, government agencies, international NGO networks, feminist organizations, private institutional donors and the media
- Promotes the vision and mission of MATCH in domestic and international fora
- Enhances the ability of MATCH to influence public policy by monitoring and reporting on issues of importance
- Maintains MATCH's public profile (website, facebook, twitter, etc.)

Fundraising

- Works with the Board Fundraising Committee and MATCH fundraising staff to development and implement MATCH's fundraising strategy
- Ensure that the organization's sustaining donors are updated and informed
- Ensure that MATCH's fundraising meets all charitable donation / registration requirements

Qualifications Required

Education & Training

- University degree or equivalent experience, preferably at the Master's level, in international development, international women's/gender studies or related fields

Experience

- A minimum of five years of experience in program management and program development in an international development context linked with women's issues, rights, etc.
 - Gender based violence
 - Economic empowerment
 - Political participation
 - Women, peace & security
 - Health
- A strong track record of success in securing funds through institutional and private fundraising
- Experience working with community, national and international networks
- Significant experience working collaboratively with a volunteer Board

Skills & Competencies

- Knowledge and understanding of feminist principles and their application in an international development environment
- Demonstrated ability to develop and manage innovative and relevant programming in an international development context
- Self-motivate professional with strong leadership skills
- Demonstrated vision, creativity and expertise in successfully implementing strategic plans
- A strong sense of priorities and practical judgement
- A team player with strong people management skills and high integrity who can effectively lead a staff and be respected by them
- Excellent research, writing and analytical skills
- A team player with a demonstrated ability to communicate effectively to multiple audiences;
- Efficiency in the use of social media, including Twitter, Facebook etc.
- Strong computer skills.

Languages

- Excellent written and verbal communication in English and French is essential
- Spanish language skills an asset

How to Apply

Please submit your CV and cover letter to dana@wusc.ca.

WUSC is an equal opportunity employer. Only candidates selected for an interview will be contacted.