



**EXECUTIVE DIRECTOR,  
ACTION CONTRE LA FAIM/ACTION AGAINST HUNGER, CANADA**

Action Against Hunger Canada (<http://actioncontrelafaim.ca>) is one of five global Headquarters of the Action Against Hunger International network which is the leading international non-governmental organization working to alleviate hunger and improve nutrition around the world. Tackling hunger addresses the barriers to human achievement and provides a foundation for vulnerable communities to thrive. The Action Against Hunger/*Action Contre la Faim* (ACF) international network has been providing humanitarian relief in over 50 countries worldwide since 1979 in the sectors of nutrition, health, water and sanitation, and food security and livelihoods.

Established in Canada in 2005, the Canadian offices are responsible for leveraging the participation of Canadian financial resources through public and private fundraising; for establishing ACF Canada as an advocate and reference in the struggle to end hunger and malnutrition; for recruiting Canadian professionals for our international programs and to provide global leadership on the Standardized Monitoring and Assessment of Relief and Transitions (SMART), a global multi-agency project on nutrition assessment methodology. The Executive Director of ACF Canada sits on the International Executive Committee with the leadership of the other four ACF HQs.

## **OVERALL RESPONSIBILITY**

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for ACF's staff and network responsibilities including raising institutional and private funds, accelerating the recruitment of Canadians for the field, and providing oversight and guidance to global programmes run by ACF Canada. Specifically, the ED will be responsible for ensuring that ACF Canada's financial, operations, fundraising, marketing, human resource and infrastructure strategies are effectively implemented across all areas of the organization in Canada. He or she will have considerable experience in leading organizational growth, financial management of international NGOs, and collaborating in a multi-cultural environment across a global network. The ideal candidate will have a comprehensive understanding of, and experience within, the humanitarian sector and be able to confidently articulate ACF's role and mission in a compelling manner.

## **RESPONSIBILITIES**

### **Leadership and Management**

- Ensure the ongoing and consistent quality and delivery of finance, administration, programmes, fundraising and human resources functions; ensuring the budget, staff and priorities are aligned to achieve strategic goals.
- Support an effective board of directors; serve as ex-officio on relevant committees; seek and build active Board participation in, and support for, the achievement of financial performance, network and fundraising goals.
- Lead, coach, develop and retain ACF Canada's high performance team.
- Ensure effective systems to regularly evaluate organizational progress against goals.
- Actively engage and motivate volunteers, board members, committees, alumni and funders.

## **Development**

- Formulate and execute comprehensive marketing, branding and development strategies that will ensure consistency in our positioning, garner attention and support for our global activities and advocacy priorities and enhance revenue from major donors, foundations, government agencies and corporations.
- Strengthen and grow relationships with all relevant government agencies.
- Identify and cultivate new partnerships for ACF across the Canadian private sector, NGOs, and academic institutions aligned with the next International Strategic Plan 2016-2020.
- Deepen and refine all aspects of communications leveraging all ACF network assets – from online to external relations – in support of the pending launch of a new ACF global brand identity.

## **Strengthening Infrastructure and Operations**

- Oversee the financial status of the organization including developing long and short term financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the organizational goals and mandate.
- Promote cross-department collaboration and strengthen internal communications with staff throughout the organization; create and promote a positive, multicultural and multilingual work environment.

## **Recruitment of Canadian professionals**

- An important responsibility of ACF-CA is to recruit qualified Canadian professionals to work in our programs around the world. The Executive Director will provide strategic advice and support to the HR team to grow the organization's ability to attract and recruit Canadian expatriates.

## **Qualifications**

- At least five years of experience in a senior management role in a similar organization, preferably a humanitarian organization or other NGO
- Demonstrated ability for financial oversight in a leadership capacity.
- Demonstrated knowledge and success in fundraising and marketing.
- Ability and confidence to act as the national spokesperson and represent ACF Canada publicly and with other ACF network members.
- Excellent knowledge, and preferably established relationships with the humanitarian and development units of the Department of Foreign Affairs, Trade and Development.
- Understanding of major donor fundraising trends and channels both nationally and internationally.
- Fluency in both official languages would be an asset.
- A good grasp of the social, economic, political and cultural realities pertaining to the international development and humanitarian sectors.
- Excellent written and verbal communication skills.
- Demonstrated ability to lead and supervise staff.
- Able to travel in Canada and abroad.

**Application closes: March 31<sup>st</sup> 2015.**

To apply, send a cover letter and detailed resume, by email only, **clearly explaining how your skills and experience meet the expectations of the position description.**

Attn: Aude Jeannot, Head of Human Resources, with Executive Director in the subject line

E-mail: [rec@actioncontrelafaim.ca](mailto:rec@actioncontrelafaim.ca)

ACF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to join our organization.

**No phone calls please.** Only applicants invited for an interview will be notified of their application outcome.