



# HORIZONS

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## JOB POSTING

<b>Job Title:</b>	<b>Executive Director</b>
<b>Reports to:</b>	Board of Directors
<b>Direct Reports:</b>	Resource Development Officer (FT); Business Administrator (PT); Thrift Shop Coordinator (PT); Financial Officer (contract)
<b>Salary:</b>	Salary range \$80,000 - \$100,000 commensurate with experience
<b>Employment Terms:</b>	Permanent Full Time; Probationary period - 6 months; Available to participate in Horizons functions/meetings outside of regular business hours as needed; frequent travel required to Mesoamerica
<b>Location:</b>	Cobourg, Ontario. (hybrid – remote and on site)
<b>Start Date:</b>	<b>March 2023</b>

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### POSITION SUMMARY

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. They will represent the organization at international, national, and local activities enhancing Horizons of Friendship profile.

The Executive Director will also coordinate activities related to programs and/or projects supported by Horizons of Friendship. This includes identifying key alliances within partner's thematic areas, seeking international and national support to further advance these areas (including requesting grants and reporting back on such projects); liaison with various partners including monitoring and evaluation of projects, and coordinating and leading educational tours/visits to Mesoamerica.

### MAJOR RESPONSIBILITIES

#### Leadership and Resource to the Board of Directors

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization and in an overall advisory role.

- Identify, assess, and inform the Board of Directors of internal and external factors that affect the organization (e.g., legislation, policy, trends)
- Report regularly to the Board on activities of the organization, foster teamwork between Board and all Staff.
- With the Chair of the Board, act as a spokesperson for the organization and communicate with donors, founders, and partners to keep them informed of the work of Horizons, including collaborative agreements with different groups such as partners in Canada and abroad to achieve the strategic goals of the organization.

### **Management of Programs and Operations**

- Conduct the work of the organization within the broad parameters and policies established by the Board of Directors.
- Implement strategic and operational plans that work towards achieving the strategic objectives of the organization ensuring compliance within accepted business, financial and human resources practices and standards.
- Develop and manage the organizations' wide-ranging projects and initiatives in collaboration with partners in Central America and Mexico.
- Develop proposals responding to Global Affairs Canada call for proposals and other major international development funders in collaboration with staff, external consultants, and partners in Canada and Mesoamerica.
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality, including projects in Mesoamerica to which administrative procedures are met, including proposals and reporting.
- Provide leadership in analysing and presenting partners' work, as well as research and findings in thematic areas to different audiences to seek synergies and develop new consortia initiatives that complement Mesoamerican partner programs, including new financial resources
- Review existing policies on an annual basis and recommended changes to the Board as appropriate.
- Oversee the planning, implementation, execution, and evaluation of special projects, including leading and coordinating annual partner visits to Canada and annual educational tours to Mesoamerica.

### **Financial Planning and Risk Management**

- Work with the Board and staff to prepare annual operating budgets, a sound financial plan and secure adequate funding for the operations of the organization.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization ensuring sound bookkeeping and accounting procedures are followed and comply with all legislation and regulations.
- Approve expenditures within the authority delegated by the Board.
- Ensure the completion of an annual audit and that there is compliance with audit recommendations,
- Provide the Board with comprehensive, regular reports on the revenues and expenditures.
- Identify and evaluate the risks to the organization's people (partners, staff, volunteers), property, finances, image, and implement measures to monitor and control risks.

#### **Specific to Mesoamerican partners:**

- Prepare and finalize partner organization contracts, review and approve proposed project budgets and provide recommendations as needed, and ensure all funding to projects is implemented and accounted for.

- Prepare multi-year financial monitoring system for multi-year contracts and monitoring and evaluation budget
- Field trip reviews (with support from Horizons Finance Director if required): to carry out overall project reviews of partners, provide feedback and follow-up and ensure implementation of any evaluation recommendations.

### **Human Resources Planning and Management**

- Manage all employee and contractor relationships, consistent with the provisions of applicable legislation, regulations, standards, Board policies, contracts, and agreements.
- Provide direct supervision to the staff of the organization, oversee the implementation of human resources policies, procedures, practices, including development and updating of job descriptions for all staff.
- Determine training and development needs of staff based on current and emerging competency requirements and conduct performance reviews to provide on-going performance feedback and coaching.

### **Communications**

- Prepare, oversee and/or approve written articles for Horizons newsletter, appeals, website, press releases, donor communications/supporters, public presentations etc.
- Prepare materials in Spanish and/or English as required.

### **QUALIFICATIONS**

- University degree or equivalent experience in international development sector or a related non-profit field.
- Management experience, including the areas of international development, fundraising, finance, programs, and human resources
- Experience in accounting/bookkeeping, budgeting, and analyzing financial reports and statements.
- Knowledge of leadership and management principles in a non-profit and board governed organization
- Knowledge of Global Affairs Canada requirements and experience working with Results-Based Management project management standards.
- Well-developed written and oral communications skills in English and Spanish

### **Assets**

- Experience in Central America and Mexico
- Fluency in French

### **Working Conditions**

- Full-time position based in Cobourg, Ontario, with the possibility of some remote work
- Travel in Canada and overseas is required
- Available to participate in Horizons functions during evenings and weekends