



Fora: Network for Change | Chief Executive Officer Job Description

Position: Chief Executive Officer

Hours: Full-time (40 hours per week)

Contract type: Full-time permanent

Location: Anywhere in Canada

Reports to: Board of Directors

Applications open: July 6, 2023

Closing date: Applications will be accepted on a rolling basis, with a deadline of August 10, 2023 at 23:59 EDT

Salary: \$120,000 CDN plus benefits and a performance-based bonus structure

Benefits: Health & Dental Benefits provided after 3 months' probation

Vacation: Four weeks (20 days) paid vacation per calendar year, prorated for part years

Application method: Application form + resume

Preference will be given to Canadian citizens and permanent residents. **Candidates must be available for occasional travel, domestically and internationally, and for occasional evenings and weekends for Fora events. Lieu time off is provided for time worked outside of business hours.**

ABOUT FORA: Launched in 2009 and operating as G(irls)20 from 2009 - 2021, Fora: Network for Change has been delivering programs and opportunities for young changemakers experiencing gender-based discrimination and working to make decision-making spaces more inclusive and equitable. Through renowned leadership, advocacy, and community-building programs, we help youth gain new skills, confidence, networks and opportunities to build gender equity movements, advance in their careers, and change the status quo. Through our signature programs, we make strategic investments in young women and everyone who navigates gender-based barriers, through education and training, building networks, and access to unparalleled opportunities at home and abroad. While advocating for change at the global level

through the annual Global Summit, we are also invested in changing the status quo across Canada by placing young leaders in decision-making spaces with Rise on Boards. Learn more at www.foranetwork.org.

THE ROLE: As the CEO of Fora: Network for Change, you will be responsible for providing visionary leadership, strategic direction, and operational and risk management to drive the organization's mission and objectives. You will work closely with the Board of Directors, community stakeholders, program participants, partners and funders to ensure the organization's long-term success. You will be responsible for advancing our agenda to increase the participation of young leaders (women and those facing gender-based barriers) at decision-making tables and affirming Fora's leadership role in redefining gendered spaces of power with the goal of systemic and sustainable change. You will diversify the organization's donor base and revenue streams, scale existing programs while establishing new programs, deepen the global reach of Fora and continue to meaningfully amplify the voice of program participants. You will also be responsible for evaluating the current-state of our strategy to determine an immediate strategy focused on stabilization and sustainability of Fora's programs, partnerships, networks and funding. Through your leadership, you will both inspire grassroots activism locally and influence policy at the macro level with the goal of centering Fora as a leading voice not just on issues of gender equity, but also on economic, social and political change for young women and those facing gender-based barriers.

Key Responsibilities:

- 1. Strategic Leadership:** Develop and articulate the organization's vision, mission, and overall strategic direction in alignment with the current and future strategic plan. Set ambitious goals and objectives to drive structural change and policy advancement and ensure the organization's long-term impact. Focus on prioritization of programs and fundraising for sustainability in the short-term with a plan to scale in the long-term.
- 2. Fundraising & Revenue Generation:** Lead the development and implementation of Fora's revenue generation strategy. Historically this has included a significant focus on high-value philanthropic partnerships from, Foundations, Government Bodies and Corporations, as well as an emerging potential for earned revenue from Elevate, our social enterprise. The CEO will be responsible for overseeing all resource mobilisation activities, implementing best-in-class cultivation and stewardship, soliciting funding from VIP relationships, and embedding a positive, collaborative fundraising culture across the team. While there are other staff members focused on fundraising too, the CEO will need to play a proactive leadership role in ensuring success.

3. **Feminist and Anti-Oppression Leadership:** Infuse feminist, anti-racist, and anti-oppression principles into all aspects of the organization's strategies, programs, and operations. Champion these principles as core values and guide decision-making processes accordingly.
4. **Network Development:** Foster a vibrant and engaged global network of program participants, collaborators, experts, partners and professionals committed to our mission on equity and justice for young women and gender-diverse leaders. Identify and pursue strategic partnerships and collaborations to expand the network's reach and influence both in Canada and globally.
5. **Financial and Operations Management:** Oversee the financial health and sustainability of the organization, as well as effectively manage its operations. Develop and manage the annual budget, monitor financial performance, and implement strategies to diversify and secure funding sources and revenue streams. Additionally, ensure the smooth and efficient operation of the organization by implementing and improving operational processes and systems to enhance productivity and streamline workflows, ensure sustainability of programs and operations. Monitor and analyze operational metrics to identify areas for improvement and implementing corrective actions.
6. **Stakeholder Engagement:** Build strong relationships with key Fora stakeholders, including participants, donors, partners, government and non-governmental entities, emphasizing the importance of feminist, anti-racist, and anti-oppressive practices, both within Canada and globally. Advocate for transformative change in global collaborations and partnership. Represent Fora at global events, conferences, media and meetings to enhance visibility and strengthen the organization's brand, reputation and impact for change.
7. **Team Leadership:** Provide inspirational, feminist leadership to a diverse and talented team, ensuring equitable opportunities for growth and fostering a culture of collaboration, innovation, and high performance. Support professional development opportunities and promote a positive work environment and culture that promotes our values grounded in feminism, anti-racism, anti-oppression, justice and equity practices.
8. **Program Development and Implementation:** Oversee the development and implementation of our programs, initiatives, and projects aligned with the organization's mission and strategic objectives. Ensure effective monitoring, evaluation, and reporting of program outcomes. Critical to the success of Fora is a balance between focused and sustainable approaches to our programs alongside global reach and scale. Innovative approaches to programming – both current and future is required.
9. **Governance and Compliance:** Work closely with the Board of Directors to ensure

good governance practices and compliance with relevant legal and regulatory requirements. Provide regular updates and reports to the Board on the organization's performance and progress.

- 10. Risk Management:** Identify and manage risks and challenges that may impact the organization's operations, reputation, or financial sustainability. Develop and implement appropriate risk mitigation strategies and policies.

Key Relationships:

- Reports to: Board of Directors
- Direct reports: Director of Programs, Senior Manager, Development and Operations, Manager, Communications
- Other key relationships: Current and prospective donors; Major governments and multilaterals; strategic partners; global, regional, national, and local NGOs/NFPs with a similar mission; and program participants and alumni.

Qualifications and Experience:

- Proven experience as a CEO, executive director, senior director, or in a similar senior leadership role, preferably in the nonprofit or social impact sector.
- Expertise in nonprofit fundraising strategies, with a track record of success in securing funding from various donor audiences.
- Demonstrated understanding of feminist, anti-racist, and anti-oppression principles and a commitment to incorporating them into organizational strategies and practices.
- Demonstrated understanding and passion for advocacy, policy change and sustainable impact.
- Strong strategic thinking, with the ability to translate vision into actionable plans and measurable outcomes.
- Excellent leadership and team management skills, with experience fostering an inclusive and empowering work environment.
- Demonstrated ability to engage stakeholders from diverse backgrounds and build strategic partnerships.
- Financial acumen and experience in budgeting, financial management, and securing diverse funding sources.
- Excellent public speaking, communication and relationship-building skills, with the ability to represent the organization at various platforms, speak publicly to Fora's mission, and engage, motivate and influence stakeholders at all levels.
- Experience in program development, implementation, and impact measurement.
- Familiarity with governance principles, legal requirements, and best practices in

nonprofit organizations.

- Experience working in a global organization or relevant international work experience.

APPLICATIONS AND NOMINATIONS: Please apply by using the link: <https://airtable.com/shrp2lOnADhQX4HI9>

To nominate someone in your network for this role, please share their name, email address and share your any thoughts on why you think they would be a worthy candidate. Please email Board@Foranetwork.org.

DEADLINE FOR APPLICATIONS: Applications are being accepted on a rolling basis until Thursday, August 10, 2023. Only applicants selected for an interview will be contacted.

Please note: As a feminist organization, principles of anti-racism and anti-oppression are embedded in all of our work. Fora is committed to equitable representation and access. Candidates from Black, Indigenous, racialized, 2SLGBQIA+, Trans, Non-binary or Gender non-conforming, newcomer, refugee, and other communities experiencing barriers are encouraged to apply and to self-identify in your application. To learn more about Fora's continued learning and commitment to equity, please see our [2021 Equity Report](#) and [2022 Equity Report](#).

Please note: This role is remote, with a team that works virtually across Canada.