



For more than 40 years, World Accord has been actively involved in successful international development projects and programs located in Central America (Guatemala, Honduras and El Salvador, Asia (Nepal) and most recently in Africa (Ethiopia). The focus of our partners' work is on sustainable agriculture (agroecology and agroforestry), ending sexual and gender-based violence, economic and social empowerment of women and girls, as well as strengthening the ability of local communities to respond to the climate crisis. For more information, go to [worldaccord.org](http://worldaccord.org).

## **World Accord Interim Executive Director Position Overview**

*The Executive Director (ED) of World Accord is responsible for the successful leadership and management of the organization as defined and ratified by its Board of Directors. The ED is expected to foster positive relationships, maintain effective systems of communication and adhere to ethical standards that both motivate and support diverse groups: staff, volunteers, donors, Board members and partners. Of key importance is to ensure stability and growth of World Accord's programs (both established and new) as well as to sustain funding priorities so that its mission thrives. Ultimately, the ED is responsible to create conditions within the organisation and abroad that align with the strategic plan, providing partners opportunities and supports that improve the quality of life for all in their respective communities.*

*This is a 12 month interim position.*

### **Position Responsibilities**

#### **Operational Planning and Management**

In collaboration with the Board of Directors, staff and stakeholders, co-create and carry out the Strategic Plan

Oversee the efficient and effective day-to-day operation of the organization

Oversee the planning, implementation and evaluation of the organization's programs and fund development initiatives

Foster effective teamwork and communication between the Board, the staff, volunteers, committees, funders, supporters, and WA's partner

Ensure all operations and services are aligned with the organization's vision, mission, strategies, and reflect its standards and priorities

· In collaboration with the Program Manager, ensure and implement sound monitoring and evaluation techniques and processes to monitor the funds given to our global partners

## **Fundraising and Communications**

Function as the organization's lead fundraiser to secure adequate funding for the operation of the organization, while building trusting relationships with current, new and potential donors

Contribute to maintaining and growing partnerships in new and existing markets, establishing relationships with potential funders

Lead and/or assist in planning, writing and editing funding proposals to ensure compliance with WA's guidelines and standards

Represent World Accord to enhance the organization's community profile, articulating the vision, mission and strategic direction for the organization

Regularly evaluate, update and refine all aspects of WA's brand and fundraising strategies with internal and external team members and/or consultants

Develop and implement a communications strategy to engage with current donors/followers, potential donors as well as the general public

Leverage current technology and social media to build a more visible profile for WA

Develop and maintain a direct mail/ e-appeal program with current donors that promotes fundraising and the communication of updates on World Accord's ongoing work

## **Financial Planning and Management**

Provide the Board with comprehensive, regular analysis and reports on the revenues and expenditures of the organization

Work with the Program Manager to set the program budget for the coming year

Allocate and disburse funds for operational expenses as well as for program partners

Manage or delegate the management of the fund accounting system and ensure that the financial data is accurate and up-to-date.

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

Oversee, review and evaluate the implementation of human resources policies, procedures and practices for all staff on a regular basis

Motivate and collaborate with staff, funders, volunteers, church communities, and Board Directors, seeking input actively from a variety of sources, to foster an open, inclusive and innovative culture

Maintain an organizational culture and climate which attracts, motivates, grows, and retains a diverse staff of highly capable professionals

### **Compliance Requirements**

Understand and abide by a Carver Board Governance model

Establish a positive, barrier-free, healthy, safe, and non-discriminatory work environment in accordance with the Ontario Employment Standards Act, Human Rights Code, Occupational Health and Safety Act, and all appropriate legislation and regulations

### **What Do You Bring to World Accord?**

Thoughtful, ethical and visionary leadership experience at the senior management level

Knowledge and recent experience within the field of international development

Proven experience in successful fundraising and fund diversification

Proven expertise in business management, financial management, human resource management, communication and public speaking

Proven capacity to work effectively with donors, government, media and NGOs

Experience working within a non-profit setting

A relevant university degree and/or equivalent qualifications

Ability to work in English is essential; some ability to communicate in French and/or Spanish is an asset

Ability to travel both domestically and internationally

Ability to work outside normal office hours (evenings and/or weekends as required)

## What to Expect?

An opportunity to lead meaningful work and make a positive impact in global partner communities

A supportive, positive, engaging work environment that is dedicated to upholding equity and diversity in the workplace

The office is located in Ottawa, Ontario in a progressive, shared space

Possibilities for hybrid work environment

Full time employment with flexible hours (some weekend work required)

Salary range \$75,000 - \$95,000, depending on experience

Benefits package and four weeks paid vacation annually



***Please note this is a one-year term position to commence October 2<sup>nd</sup>, 2023.***

***Please send your cover letter, resume, and three professional references to the Board Secretary, [DGeleyn@worldaccord.org](mailto:DGeleyn@worldaccord.org).***

***We thank all who apply; only suitable candidates will be contacted.***

***Posting closes August 10<sup>th</sup>, 2023.***