

## **JOB POSTING – NATIONAL PROGRAM DIRECTOR**

The **Inter-Council Network for Provincial and Regional Councils (ICN)** is seeking a qualified and experienced individual to join this initiative in the role of National Program Director for the Spur Change Program.

**POSITION TITLE:** Spur Change National Program Director

**POSITION TYPE:** Parental leave position. 1 year position. Full-time, 37.5hrs/week

**SALARY:** \$78,699. A benefit package is offered in addition to salary

**REPORTS TO:** Executive Director

**LOCATION:** Edmonton preferred. Successful applicant may be approved to work remotely from locations across Canada.

**ANTICIPATED TRAVEL:** 30% travel required within Canada.

**APPLICATION DEADLINE:** April 10th, 2022

**START DATE:** June 1st, 2022

**OTHER:** ACGC is open to a 1-year secondment with another Canadian international cooperation organization, to provide opportunity to an emerging leader, and greater sector collaboration.

The Inter-Council Network (ICN) is a coalition of the eight Provincial and Regional Councils for International Cooperation. The independent Councils are committed to global sustainable development, social justice and social change. They are rooted in communities across Canada and represent 300+ diverse civil society organizations (CSOs) from across Canada. Council membership varies from locally based cultural community civil society organizations to highly recognizable international organizations.

As part of the ICN, the Alberta Council for Global Cooperation (ACGC) aims to mobilize Albertans to become global citizens engaged in sustainable development. We do this by building the capacity of network organizations, representing members' interests with government and others, and increasing the awareness, knowledge, and connections of Albertans in global issues and sustainable development.

ACGC, on behalf of the Inter-Council Network, implements a capacity building initiative entitled **Spur Change: Knowledge Sharing & Capacity Building**, to enhance the contribution of Canadian Small and Medium Organizations (SMOs) to Canada's international development efforts towards achieving gender equality, the empowerment of women and girls, poverty reduction, and the achievement of the Sustainable Development Goals (SDGs).

Reporting to the Executive Director of ACGC, the **National Program Director** will be responsible for managing a team to develop and implement all activities of the **Spur Change** program in accordance with Global Affairs Canada standards.

### **Primary Duties & Responsibilities:**

- Work with seven implementing partners to develop annual work plan to create and implement two national training series, taking place in both official languages across the country;
- Design and execute an annual national capacity-building conference (May 2023), including overseeing all programming and logistics in collaboration with a host partner;
- Plan online learning opportunities, including training series and community of learning.
- Work with external stakeholders and academics to produce Spur annual SMO report;
- Oversee staff in the implementation of national educator initiatives, and Youth Champion Program to educate and empower youth to achieve the SDGs;
- Maintain the monitoring and evaluation strategy in line with funding requirements; oversee the production of quarterly and annual output reports, as well as other reporting as required;
- Work with the Executive Director and Spur Change Financial Manager to prepare and manage a comprehensive budget, and produce quarterly financial reports in line with funding requirements;
- Manage donor relationships, including coordinate with Global Affairs Canada to offer timely support to SMO funded via Development Impact Window;
- Coordinate quarterly strategic meetings with Spur steering committee;
- Manage a remote team across Canada, including recruitment, supervision, coaching, and professional development.

### **The selected candidate will:**

- Have a minimum of 5 years' experience in the not-for-profit, public and/or private sector, with experience at a managerial level;
- Fully bilingual in English and French is mandatory;
- Have a strong understanding and experience working with the Global Affairs Canada and managing contribution agreements;
- Possess strong decision-making, communication, and leadership skills; ability to manage a team and build a collaborative team environment in-person and remotely;
- Strong ability in partnership brokering and multi-stakeholder relations;
- Strong project planning skills, with experience in Results Based Management, and Performance Measurement Framework; ability to set goals and achieve results;
- Have experience managing subcontractors recruitment via RFP process and contract negotiation;
- Have experience managing budget, financial processes and preparing previsional annual budget;
- Ability to work under pressure in a fast-paced work environment;
- Skilled in using MS Word, Google and Adobe applications; Experience using virtual webinar, team management tools, and stakeholder meeting technology in bilingual settings;
- Must be legally entitled to work in Canada.
- Must provide a clean criminal record and vulnerable sector police record.

**Other preferred qualifications:**

- Knowledge of, and commitment to, the international development sector in Canada
- Knowledge of non-profit funding mechanisms and government policies;
- Experience developing and/or carrying out capacity-building activities, conferences or similar activities;
- Understanding of human rights-based and feminist approaches to development and the Sustainable Development Goals.

**Position Details:**

This position will report directly to the Executive Director and is preferred to be based at the ACGC office in Edmonton or in any region of Canada for the right candidate. ACGC is open to secondment with another organization in the sector, to provide opportunity to an emerging leader, and greater sector collaboration.

ACGC is strongly committed to anti-racism and diversity within its community, and especially welcomes applications that may contribute to the further diversification of ideas in the workplace, including visible minority group members, Indigenous persons, persons living with disabilities, newcomers to Canada with credentials from non-Canadian universities, and members of under-represented gender and sexual orientation groups.

The candidate must provide a clean criminal record-check with a vulnerable sector check upon hire, with explicit questions asked to references for safeguarding and prevention of sexual exploitation and abuse.

**To apply:**

**Interested applicants must submit a cover letter, résumé, and the names of two references to employment@acgc.ca by April 10.** While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Interviews will take place virtually **April 19th and 20th, 2022.**

**Alberta Council for Global Cooperation (ACGC)**

The Alberta Council for Global Cooperation (ACGC) is a network of organizations and individuals, located in Alberta, working locally and globally to advance sustainable development and global citizenship. We are committed to ensuring all people can fulfill their potential and prosper, become engaged citizens in peaceful, just, and inclusive societies, and thrive in a healthy, sustainable world. For more information about ACGC please visit [www.acgc.ca](http://www.acgc.ca).