

Title: Executive Director

Scope of Position/Job Purpose:

Reporting to the Board of Directors, the Executive Director of the Alberta Council for Global Cooperation (ACGC), will be responsible for providing strategic and operational oversight for all ACGC activities.

Key Responsibilities:

Leadership and Management

- Ensure the values of ACGC are espoused in all organizational activities
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, human resource management, fundraising, communications, and operations; set timelines and resources needed to achieve organizational strategic goals
- Ensure all programs and activities are carried out in accordance with donor standards, legal contribution agreements, and relevant legislation
- Recruit, lead, coach, develop, onboard, and retain staff to drive results
- Ensure the organization's systems – financial, human resource, data, other – are effective for delivering monitoring, and reporting on results to internal and external stakeholders, donors, and the Board of Directors
- Foster effective teamwork between the Board and the leadership team, and between the leadership team and employees or contractors
- Ensure that organizational, employee, member, and volunteer files are securely stored and privacy/confidentiality is maintained
- Assume overall responsibility for oversight, management, quality assurance, process improvement, data management and feedback of services provided by the organization
- Provide general oversight of all activities, manage the day-to-day operations and assure the organization is operating in a smooth and efficient manner
- Develop and oversee data management systems to evaluate programs and measure successes that can regularly be communicated to funders, stakeholders, and the Board
- Act as a signatory of the Leaders' Pledge on Addressing and Preventing Sexual Misconduct, strengthen accountability, procedures, and staff training to protect communities and uphold commitments towards the prevention of sexual exploitation, harassment, exploitation and abuse and the Anti-Racism Framework for international cooperation, strengthen anti-racist, and anti-colonial practices, policies, and accountability

Financial Management

- Work to ensure present and future sustainability of the organization through demonstrating financial stewardship and securing new revenue streams (e.g., institutional donors, grants)
- Together with the Board and the internal finance staff, provide financial and risk management oversight for the organization, including creation, analysis and oversight of budgeting/forecasting and financial plans, financial reporting, and the creation and monitoring of internal controls and applicable policies
- Ensure sound bookkeeping and accounting procedures are followed, along with the accuracy, integrity and timeliness of all internal and external financial accounting and reporting
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow
- Approve expenditures within the authority delegated by the Board

- Provide the Board with comprehensive, regular reports on the revenues, expenditures, and financial position of the organization
- Ensure that the organization complies with all legislation covering taxation and withholding payments; and works with the auditor to ensure the timely preparation of all financial statements and required filings

Stakeholder Relations

- Build relationship with external stakeholders in and outside of Alberta which serve to advance the mission and strategic directions of ACGC
- Maintain open communication with stakeholders and/or funders to keep them informed of the work of the organization and to identify changes in the communities served by the organization
- Participate in the function of the Inter-council Network and Cooperation Canada, including participation and leadership in distance and in-person meetings, ensuring timely information exchange between Alberta members and national bodies
- Act as the lead on external communications, including acting as the organization's spokesperson, producing official correspondence on behalf of the Board and representing the organization at community and industry events
- Maintain a personal understanding of city, province, and federal laws and regulations as they apply to the mission and operations of the organization

Governance

- Work in collaboration with the Board of Directors to develop governance practices (i.e., recruitment and orientation of members, meeting/logistical preparation, reporting, terms of reference, strategic plan development, and other functions as required)
- Work with the Board in developing and maintaining the strategic plan to guide the organization; report to the Board on progress and make recommendations for adjustments as required
- Support the Executive Committee to develop, maintain, and support a strong volunteer Board of Directors; serve as an ex-officio at meetings, seek and build Board involvement in organizational needs
- Ensure activities of the organization are in compliance with Bylaws and organization policies, providing guidance where updates to policies and procedures are necessary
- Work with the Board of Directors to maintain and update policies and procedures where necessary
- Support the Executive of the Board to organize two (2) official Board of Directors meeting and the Annual General Meeting annually
- Support the Executive of the Board to organize regular Board of Directors meetings to provide updates
- Supports and participates with Board committees, as required

Advocacy

- Serve as a voice for ACGC members organization in local, national, and international foras
- Represent member and sector interest in advancing human sustainable development with government representatives and key decision makers

Risk Management

- Identify and evaluate the risks to the organization's people, property, finances, programs, information, reputation, and image and implement measures to mitigate risks
- Ensure that the Board and the organization carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions, and limitations of the insurance coverage
- Ensure staff have read, understood, acknowledged organizational policies and procedures

Decision Making:

This position is responsible for developing and proposing an annual budget which is voted on by the ACGC Board of Director. This position is responsible to ensure that all staff and systems of the organization operate within the policies and procedures as set by the Board of Directors.

Supervisory Responsibility:

- Number of direct reports: 3
- Number of indirect reports: 10

Qualifications:

Education

- University degree (within or outside Canada) in international relations, international development, or social sciences, or Master's degree in related discipline
 - *Education and experience equivalencies will be considered*
- Educational programs aimed at providing additional depth to finance, public relations, human resources and communications would be an asset

Experience

- Five (5) years related experience at an executive level, working within/supporting the international aid, public engagement/human rights education, or a combination of both
- Strong Alberta and Canadian political understanding and advocacy experience
- Demonstrated experience managing funding from federal donors, including Global Affairs Canada
- Experience working overseas on international development projects (preferable)
- Strong knowledge of, experience within, and commitment to, the international cooperation sector in Canada and globally
- Demonstrated commitment to the advancement of civil-society space
- Strong theoretical understanding of critical global citizenship, international development/cooperation, social justice, and human rights education, with strong knowledge of youth engagement and mentorship, focusing on relationships and empathy
- Demonstrated understanding of intersectional, decolonial, anti-racist approaches to community development
- Strong experience in results based management processes, for monitoring, evaluation, accountability and learning
- Significant knowledge and experience in operational planning and process, program development, project management, and financial management principles

- Intermediate to advanced knowledge of MS Office and Google platforms
- English mandatory; French language to support national and international engagement is a very strong asset

Skills & Attributes:

- Visionary: Creative and forward thinking leader with the ability to gain support and commitment from team members
- Results-oriented: Strong project planning skills; ability to put policy into action
- Facilitation: Strong facilitation, communication, working with organizations to build their capacity
- Networking: Ability to build and maintain local, national, and international relationships with public and private partners and funders, and adapt accordingly
- Research/Writing: Demonstrated research and grant writing skills
- Collaboration: Ability to work in a small organization and both co-create and delegate work as needed
- Flexibility: Demonstrated ability to pivot based the changing internal needs and external influences upon a small organization, providing backstop support to staff or in times of scaling
- Highly motivated and self-directed
- Excellent written and verbal communication skills, including time management skills
- Ability to solve a wide variety of problems or situations to determine the best solution and proactively recommend a defined path for anticipated major road blocks
- Ability to modify and refine concepts, ideas and/or methods and accept constructive suggestions to continually develop and improve services, programs and processes
- Highly developed interpersonal skills and a demonstrated ability to work with a variety of stakeholders including professionals, support staff, and volunteers
- Provide leadership and direction to Board members, staff, and volunteers
- Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results

Working Conditions:

- Hybrid working arrangement (in-office required, with the ability to telecommute)
- Travel is required
 - Within Alberta (15-20%)
 - National one-week events (3-4 times per year)
 - Internationally (rarely)
- Must own and properly register and insure own vehicle
- Possess a valid Alberta Class 5 driver's license with a clean driver's abstract
- Must be available to work evenings and weekends, as required, to accommodate activities such as Board meetings and representation of the organization at public and industry events
- Must provide a clean criminal record check and vulnerable sector check on a regular basis

Disclaimer:

This job description indicates representative responsibilities and specifications of the position only and should not be considered to necessarily represent all responsibilities and specifications of the position. The incumbent may perform other duties as assigned, which are not specified in this description. A review and update of this job description will take place at the performance review.

Signatures:

EXECUTIVE

ALBERTA COUNCIL FOR GLOBAL COOPERATION

Authorized Signature

Authorized Signature

Print Name and Title

Print Name and Title

Date

Date