POSITION AND **CANDIDATE SPECIFICATION**

Humanity & Inclusion Canada

Executive Director

DÉCARIE TRANSEARCH

Humanity & Inclusion

Humanity & Inclusion (HI), formerly known as Handicap International, has worked for more than **40 years** alongside persons with disabilities and vulnerable populations to meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

Humanity & Inclusion (HI), an international solidarity NGO, was a co-recipient of the **1997 Nobel Peace Prize** in recognition of its commitment to the International Campaign to Ban Landmines. Over the years, HI has also earned international recognition for its humanitarian work and its commitment to vulnerable populations.

Today, HI operates in nearly **60 countries** around the world, working in several areas, including emergency humanitarian assistance, inclusive international development and the reduction of armed violence.

HI Canada is currently experiencing significant growth as it strengthens its support for persons with disabilities and particularly vulnerable populations, including those facing poverty, exclusion, conflict and disasters. Humanity & Inclusion's Canadian office (HI Canada) is **based in Montréal.**

To learn more about the organization, please visit the HI Canada website : **https://www.hi-canada.org/**

The position

The Executive Director of Humanity & Inclusion Canada (**HI Canada**) provides strategic, financial and operational leadership for this Canadian humanitarian and charitable organization, which has more than **10** employees.

Working in a context of growth and transformation, particularly in the humanitarian, social and political sectors, the Executive Director reports to the Board of Directors of Humanity & Inclusion / Handicap International Canada (**HI Canada**) and works closely with the **HI International Federation**, headquartered in Lyon, France.

Driven by a deep humanitarian commitment, the successful candidate brings inspiring leadership and determination. They will inspire colleagues and partners through their vision while engaging and mobilizing the Canadian team.

Recognized for their entrepreneurial and collaborative approach, the successful candidate is responsible for delivering HI Canada's new strategic vision, driving business development, expanding its institutional funding portfolio, and diversifying and significantly increasing philanthropic revenue in Canada.

Actively contributing to HI Canada's visibility and reputation, the successful candidate positions the organization as a partner of choice for Canadian funders and partners across the HI Federation network. They strengthen HI Canada's influence and its role in delivering international humanitarian and development programs that promote the inclusion of persons with disabilities.

KEY **RESPONSIBILITIES**

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Leadership, team engagement, sound management and governance

- Lead HI Canada's new strategic vision and ensure its operational implementation by fostering alignment, collaboration across departments and effective cooperation with the HI International Federation.
- Work closely with the Canadian Board of Directors to align national business objectives with the HI International Federation's overall strategy, participate actively in Board meetings and HI Federation governance bodies, and provide the information needed for decision-making.
- Represent HI Canada externally, develop and maintain strategic relationships with governments, funders, partners, networks and other key stakeholders, and strengthen HI's positioning, visibility and influence in Canada.
- Ensure the organization's financial sustainability by evolving its business model, diversifying its funding sources and fostering an agile, creative and results-oriented organizational approach, including quantitative and qualitative indicators to monitor operations and progress towards ambitious objectives.
- Inspire, lead and mobilize a multidisciplinary team of professionals working in institutional partnerships, philanthropy, communications, administration and thematic areas of expertise.
- In close collaboration with the Deputy Executive Director, ensure coordination and cohesion between operational departments and support functions, while optimizing the contribution of external resources and recognizing the commitment of volunteers and interns.
- Anticipate changes in HI Canada's operating environment and adapt the organizational structure to support its growth and the achievement of its objectives.
- Define the human, technical and organizational resources needed to deliver strategic priorities.
- Ensure administrative processes, policies and management tools are established, updated and continuously improved to support the effectiveness of HI Canada's operations.
- Represent HI Canada's leadership within the HI International Federation, foster clear and constructive internal communication, and develop opportunities for collaboration and synergies across the Federation network.

KEY **RESPONSIBILITIES**

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Business development and diversification of funding sources (the position's primary responsibility)

- **Strengthening relationships with Global Affairs Canada (GAC):** In collaboration with the permanent staff team, develop and strengthen a proactive approach to GAC to increase HI Canada's success rate in calls for proposals and funding initiatives, particularly for development and emergency humanitarian assistance projects. Maximize institutional funding opportunities through both calls for proposals and unsolicited proposals.
- **Diversifying public and private funding sources:** Develop and strengthen new funding opportunities in Canada, particularly with federal and provincial government departments and agencies, as well as foundations and major philanthropic stakeholders.
- **Developing consortia and strategic alliances:** Establish and strengthen strategic partnerships to foster synergies and maximize the impact of collaboration. Negotiate and conclude agreements with other Canadian NGOs, partners in the HI Federation network and other key stakeholders, including foundations, businesses, universities and media organizations.
- **Leveraging HI's expertise and diversifying revenue:** Identify and develop new opportunities to draw on HI's expertise to generate additional revenue streams, including through consulting services and training programs for Canadian partners.

Philanthropic innovation and private sector partnerships

- **Implementing the major fundraising campaign in Canada:** Develop and implement the Canadian strategy for the major fundraising campaign launched by the HI Federation to engage major donors in the organization's strategic priorities, including the creation of an endowment fund in Canada.
- **Philanthropic development and major gift fundraising:** Lead and mobilize the fundraising team and volunteers in developing and implementing philanthropic development strategies across Canada. Expand funding opportunities by soliciting major gifts, planned gifts and bequests, and by developing partnerships with family and corporate foundations, donor-advised fund (DAF) managers and other key philanthropic stakeholders.
- **Developing strategic business partnerships:** Establish and strengthen strategic alliances with Canadian businesses, particularly through corporate social responsibility (CSR) and cause marketing initiatives. Develop partnerships to increase financial contributions and in-kind support (media visibility,consulting services, etc.), including corporate donations and third-party fundraising activities.

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Visibility, advocacy and strategic relations

- **HI Canada's visibility and brand awareness :** In collaboration with the communications team, develop and implement a strategy to increase HI Canada's visibility and profile across Canada, particularly among target audiences and markets. Align this strategy with philanthropic development, institutional funding and business development initiatives. Act as an organizational spokesperson on relevant matters, complementing the roles of the Board Chair and Deputy Executive Director.
- **Strategic positioning and advocacy:** Strengthen HI Canada's position as a leading organization in inclusive development and advocacy for the rights of persons with disabilities. Increase its influence among Canadian political, institutional and philanthropic decision-makers to advance the organization's priorities and mission.
- **Developing networks of influence:** Establish and maintain strategic relationships with partners, funders and key stakeholders in political, government and philanthropic circles. Maintain an active presence in major Canadian civil society networks, including the Humanitarian Coalition, and among HI Federation partners.

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Education and Experience

- University degree in business administration, international management, marketing, communications and public relations, international relations or another relevant field.
- Minimum of 8 to 10 years of management experience, including a senior leadership role, with a proven track record of measurable success in business development, complex service sales, or major fundraising and philanthropy.
- Experience in international cooperation and/or humanitarian assistance (an asset).
- Experience with Canadian federal government funding programs, particularly Global Affairs Canada (GAC), or experience within an international federation (an asset).



Skills and Knowledge

- **Entrepreneurial mindset and political acumen:** Strong political judgment combined with the ability to identify and quickly seize high-potential strategic growth opportunities.
- A **solutions-oriented** and **results-driven** approach.
- **Leadership** that brings people together, provides structure and mobilizes teams.
- **Managerial courage:** The ability to address complex issues and difficult situations with sound judgment, respect and clarity.
- **Intercultural and interpersonal skills:** Excellent ability to build trusting relationships and negotiate confidently with senior corporate executives, senior government officials and international partners.
- **Bilingualism:** Excellent spoken and written French and English, essential for business development in Canada and collaboration with the HI Federation in France. Proficiency in Spanish is an asset.
- **Commitment to the mission:** A strong connection to the cause of persons with disabilities and a deep commitment to HI's values of inclusion, international solidarity and gender equity.

Privacy policy

In accordance with *Law 25*, or *Law modernizing legislative provisions on the protection of personal information*, we uphold the confidentiality of information provided by candidates in the context of our searches.

By submitting your resume or any other personal data, you express your consent for this information to be disclosed to our client as part of this mandate and retained for a specified duration in our database.

For more information or to apply

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