JOB POSTING
Institutional Partnerships, Gender and Inclusion Officer
Humanity & Inclusion Canada

Full-time position: 35h/week (5 days/week)
Location: based in Montreal or Ottawa
Salary: $50,000 - $65,000
Permanent position
Bilingual: French and English
A comprehensive and generous benefits package (group insurance, RRSPs, etc.)

Background and responsibilities
In order to actively contribute to the growth of Canadian-sourced contributions to implement inclusive humanitarian, development and peace projects, and to strengthen the strategic positioning on gender equality and inclusion of the organisation, Humanity & Inclusion Canada is actively looking for an Institutional Partnerships, Gender and Inclusion Officer who will work within the Institutional Partnerships Division.

The Institutional Partnerships, Gender and Inclusion Officer will report to the Head of Institutional Partnerships.

Responsibilities include:
- Management of a selection of projects/contracts from Canadian and Quebec institutional donors;
- Strengthen Humanity & Inclusion Canada’s positioning and influence in relation to inclusive development and gender equality;
- Solidify HI’s reputation and influence with Canadian funders and civil society networks.

Activities
1. Management of a selection of projects/contracts from Canadian and Quebec institutional donors.
   - Monitor and manage a selection of projects, ensuring compliance with donor regulations through close relations with operations managers and programs in the field;
   - Monitor project-related contexts to manage risks and identify potential opportunities;
   - Participate in the development of funding opportunities and the preparation of proposals in accordance with the standards expected by Canadian funding agencies;
   - Technical support in gender and inclusion on Canadian proposals and reports;
   - Ensure the development of knowledge and dissemination of the rules and procedures of the various Canadian donors within HI;
   - Contribute to Humanity & Inclusion Canada's development plan in terms of institutional funding;
   - If necessary, carry out monitoring visits in the field (financed by donors);
   - Initiate regular contact points and visits to strengthen relationships with our Canadian and Quebec funders;
- Contribute to requests from the HI’s Federation network (donor information, analyses, reports, other contributions requested);
- Support Humanity & Inclusion Canada's institutional fundraising team with any other ad hoc requests.

2. Strengthen Humanity & Inclusion Canada's positioning and influence in relation to inclusive development and gender equality.
   - Develop Humanity & Inclusion Canada's position as an expert on inclusive development, gender and intersectionality;
   - Analyze Canadian reports and strategies on various themes;
   - Produce articles, reports and fact sheets on various Canadian priorities (for internal and external distribution);
   - Produce fact sheets and deliver training sessions on the Canadian Feminist International Assistance Policy (FIAP) within HI's Federation;
   - Actively monitor Canada's priorities on the international stage;
   - Support the Humanity & Inclusion Canada team with any other ad hoc requests.

3. Represent Humanity & Inclusion Canada to funders, partners and civil society networks in Canada, particularly in Quebec;
   - Represent HI in various networks (e.g. gender equality working group), in Canada and Quebec;
   - Promote HI's expertise in strategic contexts (notably inclusion and intersectionality);
   - Collaborate with Canadian networks and partners on common advocacy themes to strengthen the organization's positioning;
   - Actively participate in roundtables and events for Humanity & Inclusion Canada, ensuring the organization's strategic positioning;
   - Co-develop, disseminate and promote studies, analyses and advocacy documents produced by HI within the various forums when strategic and in line with Humanity & Inclusion Canada and donor priorities;
   - Develop and maintain relationships with targeted Global Affairs Canada teams.

Profile

Education:
- Advanced training in a relevant field (project management, international development, gender equality, advocacy, etc.).

Experience:
- A minimum of 3 years' work experience in the field of international development
- A minimum of 2 years' experience in consulting or program management related to the promotion of gender equality, particularly in an international organization.
- Experience in developing financing opportunities with institutional donors
- Knowledge of the rules of compliance in the management of institutional contracts for Canadian funders (in particular Global Affairs Canada and the Ministère des relations internationales et de la Francophonie)
- Demonstrated project management experience
- Expertise in gender, women's rights and inclusion
- In-depth knowledge of the FIAP (Canada's Feminist International Assistance Policy)
Experience in the field of disability is an asset

Skills:
- Proactive spirit with a strong ability to identify, analyze and develop financial opportunities in order to achieve team objectives
- Excellent interpersonal and networking skills, both internal and external
- Excellent representation and positioning skills to promote the organization's key messages
- Good understanding of donor relations and engagement
- Excellent synthesis and analysis skills
- Excellent writing skills in French and English (Spanish is an asset)
- Ability to write international correspondence, project proposals, funding applications, monitoring and evaluation reports, articles on various topics
- Knowledge of budget and financial monitoring

Languages:
- Excellent oral and written skills in French and English

Personal qualities:
- Sense of initiative, ability to work independently, flexibility, adaptability
- Multitasking (prioritizing and juggling tasks effectively)
- Highly developed sense of ethics, sense of diversity and inclusion, diplomacy
- Proven communication skills to develop, build and maintain relationships
- Ability to work as part of a team, to develop strategies and action plans and to bring your own added-value to them
- Ability to work in hybrid mode: in an open-plan environment and teleworking
- Understanding of the challenges that can exist in an international organization such as HI
- Excellent representation skills and ability to develop a professional network
- Available to travel in Ottawa, Quebec and internationally as required by the organization.

Send a CV and letter of interest to jobs@canada.hi.org by August 11th, 2023. Please indicate in the subject line: Institutional Partnerships, Gender and Inclusion Officer.

Considering diversity as a true richness, we welcome applications from women, Indigenous people, visible minorities, ethnic minorities and persons with disabilities.

Only candidates selected for an interview will be contacted.