



JOB OFFER

Head of International Programs and Partnerships Humanity & Inclusion Canada

Job type: Full-time (35 hours per week), maternity leave replacement (12-14 month contract)

Location : Central Canada (preferably Montreal or Ottawa)

Salary : \$70,000 - \$85,000

Bilingual: French and English

Generous and comprehensive benefits package (group insurance, RRSP and others)

Start date: December 2nd, 2024

BACKGROUND

Humanity & Inclusion - Handicap International (HI) has been working for 40 years with people with disabilities and vulnerable populations to meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. The international solidarity NGO was co-winner of the Nobel Peace Prize in 1997 for its work on the International Campaign to Ban Landmines and has received international recognition over the years. Today, HI is active in a variety of fields (humanitarian emergencies, inclusive international development, armed violence reduction) and is present in nearly 60 countries.

The Head of International Programs and Partnerships at Humanity & Inclusion Canada (HI Canada) will be part of an experienced Canadian team and will work with colleagues from other Handicap International Federation sections in 8 countries, to achieve ambitious Canadian objectives.

Summary of duties

Under the supervision of the Executive Director, **the Head of International Programs and Partnerships provides** strategic leadership and management of HI Canada's international programs and partnerships, ensuring their coherence, compliance, quality and impact in close collaboration with HI field offices and the Humanity & Inclusion - Handicap International federation. The incumbent develops strategic partnerships to secure institutional revenues for actions in the field and recommendations on Canadian and Quebec international aid policy priorities. He/she also supervises and guides the ambitions of the Canadian International Programs and Partnerships team.

MAIN TASKS AND RESPONSIBILITIES

Strategy

- Engage high-level relationships with Canadian institutional donors, anticipate future trends and expectations, negotiate and consult with donors on policy and institutional funding issues.
- Develop a three-year plan and implement an ambitious annual institutional relations strategy, aligned with the organization's objectives and in phase with the external environment.
- Contribute to the implementation of the HI network's institutional funding strategy.
- Develop a balanced approach to donor partnerships, considering both political and financial priorities.



Business development

- Develop the team and lead it to implement ambitious relationship strategies for all donors in the portfolio, strengthening existing relationships and developing new ones, with a view to diversifying and sustainably increasing institutional funding.
- In coordination with operations colleagues, develop new funding opportunities for the organization, in partnership with Canadian-based NGOs, the private sector, academic institutions and Canadian-based networks, consistent with HI's federal and Canadian priorities.
- Guide, support and actively contribute to the writing of project proposals in collaboration with operations colleagues and field teams.

Program management and grant compliance

- Liaise regularly and effectively with field programs for which Canadian-funded projects are being implemented.
- Contribute to and support the Canadian Institutional Partnerships team in grants management tasks.
- Ensure compliance with donor obligations and oversee due diligence processes and build HI network capacity on Canadian institutional donor rules and requirements.

Advocacy and policy

- Draw on the expertise of HI Canada colleagues, as well as those in the field and in advocacy, to influence donors on subjects of common political interest (such as disability, education, health, gender, etc.).

Leadership

- Lead, empower and motivate your team to achieve agreed objectives, ensuring regular follow-up and reporting on progress.
- Promote and facilitate collaboration with HI operations, institutional funding and advocacy colleagues within the network, to maximize synergies and achieve results, focusing on value-added areas.

Other duties

- Manage the Institutional Partnerships budget, including planning and forecasting, in accordance with the organization's financial procedures.
- Actively contribute to Canadian and Federation work plans and meetings.
- Provide accurate and faithful reports to the Executive Director, Directors and Federation as required.



- Maintain a positive and collaborative working relationship with HI Canada colleagues and federal institutional partnership, operations and advocacy teams.
- Represent and position the organization at relevant external events and meetings, particularly at a senior level.
- Diligently monitor and keep abreast of developments in the sector, liaising with counterparts in other NGOs and relevant networks.
- Ensure monitoring of any relevant changes in legislation, regulatory procedures, innovation, best practice and industry standards.
- Any other activity related to the level of the position, as required by the Canadian Executive Director.

SKILLS AND COMPETENCIES

- At least ten years' experience in the international cooperation sector, including at least three years' experience in a management position;
- Entrepreneurial spirit with a strong ability to identify opportunities, cultivate prospects and drive/achieve strategic objectives;
- Excellent relationship and networking skills, both internal and external, and strong negotiation and communication skills;
- Excellent planning skills, with the ability to prioritize and meet standards and deadlines;
- Self-starter able to work effectively in a small, dynamic team;
- Understanding of international humanitarian and development issues;
- Experience in grant management and project development with Canadian government agencies and other institutional donors.

HOW TO APPLY

All applications and requests for information will be treated in the strictest confidence.

Please send your curriculum vitae and a letter of interest before October 31st, 2024 to the following e-mail address: jobs@canada.hi.org

As we consider diversity to be a real asset, we invite applications from women, indigenous peoples, visible minorities, ethnic minorities and people with disabilities.

Only candidates selected for an interview will be contacted.

FOR MORE INFORMATION

Humanité & Inclusion Canada: <https://hi-canada.org/>

Humanité & Inclusion (Federation): <https://hi.org/>