



Transforming natural resource management
Empowering communities
Transformer la gestion des ressources naturelles
Renforcer le pouvoir d'agir des communautés

Position:	Deputy Executive Director
Location:	Preferably in Ottawa/Montreal although strong candidates residing in locations able to travel for a day to Ottawa will be considered.
Deadline for applications:	February 11th, 2024
Starting date:	April 1 st , 2024
Duration:	Indeterminate
Salary Range:	\$97,760 to \$129,288 CAD
Language Requirements:	MUST be fluently bilingual (French-English)

About IMPACT

IMPACT transforms how natural resources are managed in areas where security and human rights are at risk. We investigate and develop approaches for natural resources to improve security, development, and equality. We are an independent non-profit, collaborating with local partners for lasting change.

IMPACT is headquartered in Ottawa, Canada and has offices in the Democratic Republic of Congo, Uganda, Côte d'Ivoire and Burundi as well as representation in Burkina Faso and Mali. IMPACT also has programming in Zimbabwe, Kenya, and Zambia.

Deputy Executive Director

The Deputy Executive Director serves as a key member of IMPACT's Senior Leadership team; leading, coordinating and supporting existing or new programmatic and operational processes and functions within the organization. The Deputy Executive Director will play a critical role in ensuring that IMPACT continues to successfully implement its new strategic plan (to be released in 2024) by creating, streamlining, and refining organizational infrastructure and processes, promoting strategic collaboration and effective communication amongst staff, helping to maintain quality control across IMPACT's programming, and participating in strategic planning and fundraising efforts.

Under the supervision of and in close collaboration with the Executive Director, the Deputy Executive Director will help manage the overall operations of the organization, while helping to realize the strategic priorities on a programmatic and operational level. Their primary responsibilities include:

Supporting Organizational and Operational Excellence

- Propose improvements to IMPACT's systems and processes to streamline operations and promote collaboration between departments (e.g., programme staff with finance staff).
- Identify needs for the creation of new systems, based on evolving donor requirements, audit requirements and expectations for non-governmental organizations.
- Oversee the development and implementation of current and new systems to streamline operations and create efficiencies within operational management.



- Support the Programme Director and Programme Coordinators to effectively oversee the implementation of various projects within their portfolios.
- In collaboration with IMPACT's Monitoring and Evaluation Manager, develop systems for sharing and conveying high-level project and programmatic-level results in a regular and consistent manner that demonstrates the overall impact of the organization with a variety of audiences (e.g. beneficiaries, communities, citizens, donors, etc.).

Strategic Planning and Alignment

- Coordinate and oversee organization-wide annual operational planning in alignment with the overall Strategic Plan.

Support to IMPACT's Leadership Team

- Schedule and plan for IMPACT's Senior Leadership meetings, in consultation with the Executive Director.
- Follow up with IMPACT's Senior Leadership team members to support and monitor follow up on key tasks.
- Meet regularly with Senior Leadership members responsible for various functions within the organization (e.g. programmes, M&E, communications, etc.) to help identify future organizational needs, and communicate these on an on-going basis with the Executive Director.

Fundraising and Donor Engagement

- Creating and maintaining strategic relationships with key donors, particularly Global Affairs Canada.
- Undertaking strategic evaluation processes to determine when to respond to calls for expressions of interest or proposals.
- Coordinating the submission of funding proposals involving relevant IMPACT staff. Develop realistic workplans for timely submissions. At times, the Deputy Executive Director may be required to write funding proposals with input from key staff.

Finance and Administration

- Support budgeting and financial administration processes for the organization, with input from relevant staff.

Candidates are asked to clearly demonstrate in their applications how they meet the requirements of the position.

Essential qualifications, expertise, and skills:

- Masters degree or equivalent in Social Sciences (International development, Sociology, Political Science, etc.) or Business (Management, Administration, etc.) or other relevant fields
- 10+ years of professional experience in a nonprofit organization (or similar for-profit type of organization).
- Experience working on issues related to international development, including experience with results-based management (RBM)
- Demonstrated success in fundraising and cultivating/maintaining donor relationships particularly Global Affairs Canada.
- Demonstrated experience in creating, adapting and/or monitoring organizational systems, processes, procedures, structures and/or other organizational infrastructure.

- Proven experience working in a leadership role, either with colleagues directly reporting to you or with colleagues at a similar level (e.g. serving as lead in an internal committee).
- Experience with a variety of professional software systems (e.g., Microsoft Word, Excel, Zoom, Box, etc.)

Additional Competencies

- Leadership and motivation: commitment to excellence in performance by showing enthusiasm for the job as well as personal conviction, strength of character and trust in the team.
- Problem solving, good judgment, analytical, and logical thinking.
- Personable; Good communication skills
- Strong organizational skills, planning and time management, and the ability to multitask.
- Good ability to work in a team, in an intercultural environment and to maintain good interpersonal relationships.
- Integrity and strong ethics
- Rigor and concern for accuracy, precision, and compliance with standards.

Language Requirements

- Candidates must be capable and comfortable working in both French and English. This includes being able to do the following in either language:
 - participate on calls with other staff.
 - respond to professional e-mails in either language.
 - draft documents in either French or English (e.g., meeting minutes, a short policy document, etc.).
 - carry out public presentations in either French or English
- Candidates must have excellent writing skills in at least one of the two languages.

Note that the successful candidate will be required to travel internationally including in areas considered to be high-risk.

To apply

Send the following information by email to jobs@impacttransform.org

- A **cover letter** explaining your interest in the position (maximum 2 pages)
- Your **curriculum vitae** (maximum 3 pages)

Only shortlisted candidates will be contacted. No emails, whatsapp messaging, phone calls or walk-ins please.

Failure to comply with the elements requested above will automatically lead to the rejection of the application.

IMPACT operates a ZERO tolerance policy on sexual exploitation, abuse and harassment.