



# Co-operative Development Foundation of Canada

SINCE 1947

## **EXECUTIVE DIRECTOR – Co-operative Development Foundation of Canada (CDF Canada)**

Founded in 1947, the Co-operative Development Foundation of Canada (CDF Canada) is an international development charity that helps improve the lives of women, men, children and their communities through co-operatives. CDF Canada is working with local partners in Africa, Asia, Latin America and Eastern Europe to establish and grow community-owned co-operatives that help people achieve more prosperous, self-reliant lives. CDF and the Canadian Co-operative Association (CCA) amalgamated in 2017 under the CDF Canada brand. For more information about CDF Canada, visit

[www.cdfcanada.coop](http://www.cdfcanada.coop).

### **POSITION OVERVIEW**

Reporting to and accountable to the Board of Directors, the Executive Director (E.D.) is the leader and chief spokesperson for the organization. The E.D.'s primary responsibilities include strategic planning and implementation of the strategic initiative through tactical actions. Leading a senior management team and staff, the E.D. will have operational responsibility for the business plans in support of the foundation's vision and mission. Engaging directors, funders, and other stakeholders, the E.D. will seek expanding program opportunities and funding sources and encourage active participation within the co-operative sector in Canada.

### **KEY RESPONSIBILITIES**

#### **Board of Directors and Executive**

Serves as the principal professional resource to the Board of Directors and key committees, assisting them in matters of policy formulation and interpretation. Communicates regularly and openly with the Board, creating a culture of partnership between Board and staff based on genuine trust and respect for contributions of time, talent and resources.

### **Strategic and Visionary Leadership**

Provides visionary, strategic and motivational leadership to the staff, volunteers and donors of CDF Canada. Adept at identifying long term goals, finding creative and strategic solutions to complex problems, and ensuring that CDF Canada is well positioned to meet future challenges.

### **Financial and Business Management**

Leads the development and implementation of strategic plans into tactical actions. Provides oversight for the financial affairs of the organization. This includes, but is not limited to, preparation of budget, statements of financial positions and profit and loss statements.

### **Organizational Culture**

Develops a strong, cohesive and motivated team. Reviews and recommends policies that enable management to achieve results. Aligns purpose, performance agreements, and deliverables of senior management with the long range strategic plans approved by the Board.

### **Fundraising and Relationship Management**

Ensures that the foundation presents and communicates the value of its international programs and an understanding of the foundation's goals and objectives. Engages key cooperative influencers to grow fundraising dollars and to keep the sector informed of the key issues affecting the foundation and the world of international development. Cultivate major donors and sponsors with the goal of increasing fundraising revenue.

### **Revenue Generation**

Oversees development and implementation of revenue plans to secure adequate funding, including preparation of foundation grants and corporate proposals. Seeks alliances for participation in innovative funding programs and looks to expand public and private sector funding partnerships. Develops sufficient and ongoing understanding of international development funding sources such as the federal government department, Global Affairs Canada.

## **QUALIFICATION REQUIREMENTS**

- Master's degree in a related field (such as Public Administration or Business) with at least ten years demonstrated successful management and supervisory experience in an executive role preferably in a not-for profit, charitable organization.

- Knowledge of financial statements, budgeting process and accounting procedures.
- Strong organizational and analytical abilities.
- Demonstrated results-oriented management and leadership capability.
- Strategic orientation and critical thinker; forward thinking with a values-driven approach.
- Team oriented, operating style with proven leadership in the management of professional staff, conflict resolution and problem solving.
- Demonstrated knowledge of, and commitment to, co-operative forms of enterprise.
- Demonstrated competence of effective governance and Board/management relations.
- Excellence in relationship management, managing partnerships, managing key donor relations.
- Strong business acumen, financial management, human resource development, marketing and communications.
- Effective oral and written communications skills.
- Ability to relate to varied groups such as Canadian and international co-operatives, charities, foundations, businesses, international partners and agencies, elected and appointed government officials, the public.

### **Application Process and Deadline**

1. Applications must be received **no later than 4:00 p.m. Friday, February 2, 2018**
2. Late submissions **will not** be accepted.
3. Applicants **must include** cover letter and resume - Cover letter **must include** salary expectation.
4. Please reference the job title in the email subject line and **submit your resume and cover letter in confidence** to [apply@cdfcanada.coop](mailto:apply@cdfcanada.coop)