



Position Description: Director of Programs and Partnerships

The vision of PWRDF is for a truly just, healthy and peaceful world. The Primate's World Relief and Development Fund (PWRDF) has zero tolerance for and seeks to prevent sexual exploitation, abuse, and harassment (SEAH). PWRDF is committed to keeping the prevention of and response to SEAH at the centre of all its work.

Within that vision, the Director of Programs and Partnerships provides leadership to a dedicated team working with partners, globally and domestically, to promote learning, build collaboration and deliver results to further PWRDF's Strategic and Annual Plans.

The Director of Programs and Partnerships, reporting to the Executive Director, promotes and thrives in a diverse and rights-based organization. The Director values and contributes to a safe, respectful and equitable workplace.

The Director values the historical legacy that PWRDF enjoys with the Anglican Church of Canada and draws on this legacy to strive for a fairer and more sustainable and inclusive world.

Team Supervision and Coordination (20%)

- Provide overall coordination of the PWRDF Programs and Partnership Team
- Lead, coordinate the annual planning process of the team
- Allocate individual work responsibilities as per PWRDF annual planning and strategy
- Ensure work is managed effectively when staff travel and when on leave
- Identify learning and professional development opportunities for team members
- Work with Executive Director to ensure appropriate team structure, position descriptions, recruitment, onboarding and performance appraisals
- Engage consultants as needed for defined tasks

Program Effectiveness and Learning (20%)

- Ensure programs that deliver results as per plan and within PWRDF Program Priorities
- Enable partnerships globally and in Canada that value community-led priorities
- Facilitate an effective theory of change within which there is learning, capacity sharing and technical supports offered to programs and partnerships
- Build team capacity in ways that can enable learning and collaboration and program results
- Provide guidance and support in the use of participatory monitoring, evaluation, reporting and learning tools
- Promote monitoring, evaluation, reporting and learning with partners and across the organization
- Allocate and manage department and partner budgets, ensuring effective reporting and variance analysis on budget lines
- Ensure an institutional ability to respond quickly and effectively to humanitarian needs, through mechanisms such as with the ACT Alliance and the Canadian Foodgrains Bank
- Integrate and ensure commitment to Gender Equality as well as policies and procedures for Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) across the organization

Institutional Fund Raising (40%)

- Work within a Business Development Strategy by which to allocate resources and set priorities, in complement with PWRDF private fundraising and within PWRDF's overall Strategy
- Build relationships with funding agencies such as Global Affairs Canada (and its many departments and disbursement windows), the Canadian Foodgrains Bank, the International Development Research Centre, Grand Challenges and others that can be identified
- Work with team members to identify institutional funding opportunities and to ensure a high likelihood of receptivity to proposals
- Position PWRDF in collaborative ways to secure new institutional funding
- Write and lead teams in the writing of grant and contribution requests (concepts and proposals), ensuring alignment to donor priorities

Organizational Leadership and Accountability (20%)

- Align all teamwork with PWRDF's Strategic and Annual Plans
- Report progress of work plans to Executive Director and Board
- Contribute to the building and maintenance of a mutually supportive relationship between PWRDF and the Anglican Church of Canada, including: the General Synod, Dioceses and Parishes across the country. Work to ensure a positive presentation and positioning of PWRDF in the Anglican Church of Canada and wider public

- Collaborate with and ensure mutually supportive relationships, including with the Canadian Foodgrains Bank, the ACT Alliance, the Anglican Alliance, and KAIROS
- Support and promote collaboration and outcomes across the PWRDF network
- Serve as an ambassador of PWRDF through speaking, writing, presentations and active representation of PWRDF including through networking and supportive relationships with domestic Canadian civil society organizations and International Development organizations and networks such as Cooperation International and other ecumenical and faith-based organizations.
- Participate in organizational and strategic planning, management decision making and policy development, implementation, and review

RESPONSIBILITIES AND AUTHORITIES:

EMPLOYEE RELATIONS:

Directs the work of others

MONEY:

- Overall responsibility to manage the portion of the PWRDF budget set for projects and administration within the Programs and Partnership Team
- Direct the application, monitoring and evaluation of projects funded in whole or in part with institutional funding such as from Global Affairs Canada

DECISION-MAKING AND RECOMMENDATIONS:

- Develops goals and implementation plans within area of responsibility subject to overall policy and priorities established by PWRDF Board
- Make recommendations to PWRDF Board and program Committees and provide analysis of international development issues to guide priority and policy setting within area of work including overall financial allocations and priorities

PHYSICAL AND MENTAL EFFORT:

- Mental efforts include handling multiple demands on one's time, coping with the stress of not being able to respond to all of partners' requests for support, dealing with constant interruptions in an open work area.
- The staff person regularly deals with emotionally and politically sensitive situations which may require conflict resolution.

CONDITIONS UNDER WHICH WORK IS PERFORMED:

- The work involves a combination of desk work and up to 2 months of overseas and Canadian travel (international meetings and partner visits) dependent on health and safety protocols. This combination produces periods of intense workload at the desk and / or online platforms such as zoom. There may be periods of fatigue due to tiring travel, and personal stress due to the periods of absences from home.
- Currently under Covid protocols, the work is hybrid with required in-office days as well as the opportunity to work from home.

Significant competencies and requirements for this position include the following:

1. Minimum ten years of leadership experience in international development programming and five years of cross-cultural lived experience
2. Knowledge and analysis of global development, humanitarian principles and the sustainable development goals
3. University degree or its equivalent, preferably in international development
4. Personnel management in a unionized environment, conflict resolution, team building skills and an overall ability to inspire, mentor and delegate
5. Demonstrates a strong commitment to gender equity, social justice and a strong understanding of intersectionality
6. Excellent financial stewardship, budgeting, reporting and variance analysis
7. Strong and proven business development skills, including leading on grant proposal writing
8. Capacity to respond appropriately to complexity, conflict, and diverse cultures
9. Ability to receive and provide constructive and supportive feedback and respond quickly and productively to changes in the environment or priorities
10. English-language fluency, strong written and spoken French. Additional languages, such as Spanish and Portuguese, are strong assets
11. Familiarity with Anglican Church of Canada program and ethos. Theological understanding of mission, partnership and development. Commitment to ecumenism and transformative justice
12. Ability to travel internationally and within Canada
13. Strong written and oral communication skills and strong representation skills with donors and partners
14. Depth of organizational and administrative skills, including time-management and meeting reporting timelines