

# Job Opportunity



Position: Managing Director

Hours of Work: 3.5 days/week, with opportunity for growth

Compensation: \$55,000 (pro-rated), with opportunity for growth

## Overview:

The Canada Africa Partnership Network is seeking our next leader. Founded in 2003, the CAP Network facilitates partnerships between Canadian and African communities, providing capacity building and resources to advance locally-driven community development. We are a shared platform Network of eight Canadian Affiliate groups working with more than a dozen Community-Based Organizations across the African continent, the CAP Network's success is based on relationships and collaboration. Working with the Board of Directors and our senior advisor, who has been working with the Network since 2010, the Managing Director will lead efforts to build capacity, raise funds and increase our collective impact. CAP Network does not have a physical office, so the Managing Director will work from home, with flexible working hours, using virtual meeting and collaboration tools. Some evenings and weekend time will be required for the purpose of engaging with volunteers in Canada and Africa. The position will start at 3.5 days per week with potential for growth as the Network continues to expand in membership and revenue. This is an exciting opportunity to support grassroots, community-led development projects, work with diverse communities across the African continent and collaborate with Canadian volunteers to deepen understanding and commitment to global development efforts.

## Areas of Work:

1. Capacity Building (30%)
  - Working with Canadian Affiliates to strengthen capacity for engagement and fundraising
  - Working with African partners on strategic opportunities for improving organizational management, project management and financial management practices
  - Coordinating Network-wide capacity building programs, including webinars, monthly partners bulletins, tutorial guides, town halls and facilitating peer-learning sessions
2. Fundraising and Communications (30%)
  - Coordinating and achieving revenue targets for Network-wide fundraising events and campaigns including annual CAP Ride bikeathon, Shared Harvest campaign
  - Managing Network communication channels including the website, social media, impact reports and email engagement
  - Managing grants development for Network and Affiliates including prospect research, letters of inquiry and proposals for Network initiatives
  - Identifying opportunities for collaborative project development, developing proposals for institutional funding opportunities and networking with prospective new partners
3. Program Management (20%)
  - Overseeing deployment of funds for projects with African partners including managing cash flows, contracts and reporting requirements
  - Overseeing monitoring and evaluation and reporting on collective impact

#### 4. Governance & Financial Management (20%)

- Managing donor database and month-end bookkeeping and tracking for all Affiliate funds
- Working with Board Treasurer to develop and monitor annual budget, prepare for annual audit and file annual returns to Canada Revenue Agency and Industry Canada
- Contributing to Board meetings and Board Committees, supporting policy development and review

#### Qualifications and Attributes:

- University degree in Global Development or related field
- 3-5 years' experience working with NGOs/CSOs, preferably with projects in Africa
- Interest in diverse community development issues including education, livelihoods, climate and health
- Commitment to collaboration, equitable partnerships and community-led development
- Exceptional ability to communicate sensitively and effectively with diverse audiences and across cultures
- Successful experience in grant-writing and public facing fundraising campaigns
- Skilled in use of digital engagement and virtual meeting tools
- Highly independent with proven ability to manage time and meet deadlines
- Confident with numbers, budget management and basics of bookkeeping
- Experience coordinating with multiple stakeholders and projects with many moving parts
- Flexible and able to troubleshoot and adapt to changing contexts
- Confident in sharing knowledge and supporting capacity building using a mentorship approach

The strength of our Network is its diversity. We actively engage and collaborate with diverse communities both in Canada and Africa throughout all aspects of our work. We encourage applications from diverse candidates and are committed to an inclusive hiring process wherein all candidates receive consideration without regard for race, religion, gender, gender identity, sexual orientation, national origin, disability, or age.

Apply at: [www.capnetwork.ca/managingdirector](http://www.capnetwork.ca/managingdirector)