



**Job title:** Executive Director  
**Reports to:** Board of Directors  
**Effective Date:** August 15, 2021  
**Job type:** Permanent, Full time  
**Location:** Toronto, ON  
**Application closing date:** June 30, 2021

### **Organization Overview**

Amref Health Africa, the largest African-led international organization on the continent, reached more than 5.3 million people in 2019 through 178 health-focused projects. Founded in Kenya in 1957 as the Flying Doctors of East Africa, Amref Health Africa's strategic pillars focus the organization's work around human resources for health, innovative health services and solutions, and investments in health. Our partnerships with communities in Africa to create lasting health change are at the heart of all we do.

Amref Health Africa in Canada provides program oversight and management, raises funds and engages Canadians on African health issues. In Canada, Amref Health Africa is led by an Executive Director and governed by a volunteer Board of Directors composed of diverse Canadians who oversee and ensure due diligence in financial performance, management and growth.

### **Job Description**

Reporting to the Board of Directors, the Executive Director is the key management leader of the organization, guiding day-to-day management decisions, and developing and implementing the strategic direction of organization in alignment with the Amref Health Africa's global vision, mission, and values. The Executive Director supports the governance mandate of the Board and ensures that appropriate accountability, transparency, and risk management practices are in place. The Executive Director has overall responsibility for the quality of programs and for the allocation of both financial and human resources and ensuring effective communication of the organization's mission and strategy with all stakeholders, He or she builds successful relationships with staff, funders, the broader community, and with partners in the not for profit sector.

## **Key Responsibilities**

Works with the Board and staff to ensure that the mission is fulfilled through programs and fundraising.

- Responsible for developing/implementing the organization's strategic and operational plan to ensure that the organization can fulfill its mission into the future.
- Build and implement an operational plan that brings best practices and supports the implementation in all key functions: Finance, Marketing and Fundraising, Communications, Programs Development (revenue mobilization) and Human Resources.
- Set defined metrics with Board of Directors and staff to ensure that the organization is tracking, and meeting, its objectives and where necessary taking immediate action to respond to challenges in operationalizing the strategic plan.
- Working closely with the Director of Fundraising and Marketing and Director of Programs, provide overall supervision and monitoring of Amref Canada's fundraising strategies with specific focus on government funding, major gifts, foundations, planned giving and corporate donors.
- In partnership with the Director of Communications, create strategies to increase the organization's visibility among target audiences in Canada.
- Liaise with Amref offices in Africa, Europe and United States on a regular basis.
- Maintain and continually strengthen relationships with Global Affairs Canada, existing foundations and corporate partners.

## **Board Governance**

- Works closely with the Board through an open and trusted relationship in order to fulfill the mandate of the organization and carry out policies and direction developed by the Board
- Supports Board members in their fiduciary role as strategic advisors to the organization by communicating effectively with the Board, and providing, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.
- Keep the Board abreast of Amref Health Africa Global information and facilitate engagement of Board members at the International Board/ Board committees
- Ex-officio member in Board committees: Audit Committee, Human Resources, Governance and Fundraising committees.

## Human Resources

- Responsible, along with department leads, for hiring and retention of competent and qualified staff.
- Develop/ Update metrics, performance measurements and other HR policies to support the growth of staff and ensure the team is meeting crucial targets and goals.
- Create a culture of collaboration and teamwork, recognizing staff skills and competencies.
- Inspire performance through coaching, mentoring and positive leadership.

## Financial Performance and Viability

- Responsible for guiding an integrated fundraising approach to increase revenues necessary to support Amref Health Africa in Canada's mission.
- Responsible for the fiscal integrity of the organization to include submission to the Board of a proposed annual budget and quarterly financial statements which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensuring maximum resource utilization, maintaining the organization's positive financial position.
- Ensure adequate internal controls in compliance with all legal, financial and regulatory requirements.

## Qualifications and Skills

- University education with a Master's degree in related field.
- 10 years' experience at a Senior Director level with experience leading an organization.
- Experience in the NGO sector and a solid understanding of international development.
- Strong background in strategic planning with proven fundraising experience with government, foundations, corporates and major donors.
- Experience in financial management and strong business acumen.
- Experience overseeing all key functional areas including programs development, HR, communications, marketing and fundraising, and technology.
- Ability to develop a structure and process to oversee the integration and interdependence of multiple organizational functions (including policies and programs).
- Ability of harmonize the values and directions of both the Board of Directors and employees.
- Very strong communications skills (both verbal and written) as well as strong presentation skills, including the ability to inspire and persuade.
- Strong people skills to deal effectively with problem solving, brainstorming sessions and strategy development.
- Ability to build strong relationships with a variety of stakeholders.
- Ability to identify and prioritize stakeholder groups, both nationally and internationally, and develop a manageable database.

- Strong background in strategic planning with proven fundraising experience with government, foundations, corporates and major donors.
- Results oriented with proven experience in executing an organization's strategic plan.
- Highly motivated, creative and self-starter.
- Time spent in Africa is an asset.

This is a full-time position with a comprehensive benefits package.

To respond to this opportunity, please send your resume and cover letter to the following email address: [jobs@amrefcanada.org](mailto:jobs@amrefcanada.org).

Amref Health Africa in Canada is an equal opportunity employer. Recruitment and selection procedures reflect this commitment. Amref Health Africa in Canada is committed to diversity in the workforce and individuals from all disadvantaged groups are encouraged to apply.

We thank all applicants for their interest in working with Amref Health Africa in Canada; however, only those selected for an interview will be contacted. **NO PHONE CALLS PLEASE**

**Please note: Applications will be viewed on a rolling basis**