



Executive Director (Bilingual French, English)

## Description

### About Crossroads International

Crossroads International is a leader in international cooperation and has been fighting inequality for more than 50 years. Crossroads does this by bringing people together to create lasting solutions to overcome poverty and advance women's rights. Crossroads works in some of the world's poorest nations in Southern Africa, West Africa and South America. Every year, Crossroads International engages hundreds of experienced volunteers and staff from the North and South who apply their expertise locally to address global issues. Working with local partners who are best positioned to meet the needs of their communities, Crossroads develops co-operatives and collective enterprises that generate income and advance the autonomy of youth, women and the rural poor. Crossroads International pilots innovative approaches to reducing violence against women and girls and advancing women's rights. Together with partners, Crossroads leverages ideas, expertise and dollars to create a more just and equitable world.

Crossroads is a registered charity, supported by the Department of Foreign Affairs Trade and Development (DFTAD) as well as, other government and non-governmental funders and many individual donors around the world.

In partnership with executive search firm, Mission Talent, the organization is seeking a permanent Executive Director.

### About the Role

#### **Direct Reports:**

3 National Directors with a staff team of 25

#### **Annual Budget 2015:**

\$4.5-million

Crossroads International is seeking an Executive Director to lead a dynamic and growing international cooperation agency with overseas partners in Bolivia, Burkina Faso, Ghana, Mali, Senegal, Swaziland, Tanzania and Togo. The Executive Director will be a visionary leader with a strong commitment to the advancement of women's rights globally. A vocal champion for Crossroads International, the Executive Director will establish new programs and strategic alliances in Canada and abroad to complement and enhance Crossroads' volunteer cooperation program and diversify the organization's funding model. The Executive Director will be a driven, forward-thinking, results-oriented leader, managing a professional team of 25 and 100 international volunteer exchanges annually.

### Roles & Responsibilities

#### **Strategic Leadership:**

- Provide vision and strategic direction to inspire and motivate a high performing team and volunteers to achieve organizational goals.
- Support the Board of Directors in execution of its duties, ensuring effective oversight, strategic planning and evaluation.
- Lead the management team in multi-year operational planning.

#### **Program Development:**

- Initiate and secure new strategic alliances and secure new funding to expand Crossroads' programs and means of intervention, and establish it as a leading organization advancing equality for women and girls.
- Provide leadership and guidance to the Program Director to ensure development of high quality programs and their effective integration, coordination and

coherence with existing programs.

- Provide leadership to collaborative initiatives with other Canadian and international NGOs, including the Canadian Volunteer Cooperation Program.
- Ensure robust monitoring and evaluation is executed and implemented for all programs.

#### ***External Leadership & Communications:***

- Be a strong voice for women's equality and for Crossroads International in the media, public fora and to other institutions and interest groups such as government funders and other agencies, donors, non-profit organizations, businesses and corporations.
- Increase the visibility and awareness of Crossroads and its mission within Canada and internationally, through leading the further development of its brand and identity.
- Build strategic alliances with private, public and not-for-profit stakeholders in support of core strategic program initiatives.
- Support, nurture and provide thought leadership to volunteers throughout the Crossroads community.

#### ***Resource Development:***

- Pursue new funding opportunities and partnerships, diversifying the income base for the organization and securing future sustainability.
- Oversee the development and execution of a revenue generation and diversification plan working closely with the Board of Directors, the Director of External Relations and the Program Director.
- Ensure funder reporting requirements are met in a timely and accurate fashion.
- Ensure Crossroads maintains strong, positive relationships with all current and potential donors and funders.

#### ***Internal Leadership & Human Resources Management:***

- Lead Management Team in effective operational planning.
- Create an entrepreneurial and collaborative work environment that supports innovation and learning.
- Implement Crossroads' performance management system with all direct reports and ensure effective implementation throughout the organization.
- Ensure effective implementation of Crossroads' HR policies across the organization and review and revise as required.
- Ensure effective volunteer management.
- Recruit staff and volunteers leadership.
- Work closely with the Board of Directors and other Crossroads committees to ensure that volunteer leadership is fully utilized.

#### ***Financial and Administrative Management:***

- Oversee the financial management of the organization, working closely with the Treasurer of the Board, the Finance Committee and the Director of Finance and Administration.
- Provide leadership to the annual and five-year budget processes.
- Provide leadership and oversight to organizational development and operational strategy including the effective use of technology and process mapping to ensure efficient and effective operations.
- Provide leadership to organizational risk management and assessment and ensure effective strategies and protocols are in place to ensure the safety and security of volunteers and staff.

### **Qualifications, Skills and Abilities:**

- Master's degree in international development or a related field or equivalent education and experience.
- Minimum of 10 years' experience in senior management.
- Demonstrated commitment to equality for women and poverty reduction.
- Demonstrated success in program and/or business development.
- Proven experience in organizational development in the profit and/or not-for-profit sector.
- Financial management experience.
- Strong analytical, verbal and writing skills and the ability to synthesize and interpret complex information and communicate it to a variety of audiences.
- Demonstrated success in resource diversification and revenue generation.
- Proven strategic planning/strategy implementation skills.
- Strong track record in networking and partnership building initiatives that led to positive outcomes.
- Strong communication skills in English AND French, Spanish is an asset.
- Strong leadership abilities and the capacity to coach and motivate volunteers and supervise staff.
- Skills in human resource development.
- Collaborative working style with experience in leading team-based initiatives.
- Skilled facilitator, with experience providing staff support to volunteer committees and Boards.
- Knowledge of government agencies involved in international development activities, and of international development principles and practices.
- Innovative, creative, flexible, resourceful.
- All applicants must currently be eligible to work in Canada.

#### ***Essential conditions:***

- Ability to travel overseas and in Canada and be away from home for frequent short periods.

#### ***Crossroads' Vision:***

- ONE WORLD where poverty is eliminated, equality prevails and the rights of women and girls are fulfilled.

**Meta Fields**