



Job Posting – Director of Engagement and Learning

The Manitoba Council for International Cooperation (MCIC) is a coalition of Manitoba-based organizations involved in international development. Its mission is to support, connect and amplify the work of our members and partners. We directly engage and collaborate with Manitobans for global sustainability by:

- Supporting connections and capacity development in members and partners for greater impact
- Engaging the public to be active global citizens
- Supporting international cooperation through funding
- Maintaining and strengthening organizational wellness

Job Profile

Reporting to the Executive Director of MCIC, the **Director of Engagement and Learning** will oversee and lead MCIC's Public Engagement and Capacity Building programs. The Director of Engagement and Learning will be a key member of the MCIC management team. They will be responsible for monitoring and evaluation of funded programs, as well as preparing proposals and reporting to funders. They will assist with delivering programming and have three direct reports.

This is a full-time position based in Winnipeg, Manitoba, and may require some travel, evening and weekend meetings.

Qualifications

Required:

- Dynamic team player with a sense of humour, compassion for others and able to work in a fast-paced environment.
- Demonstrated understanding of social justice, and sustainable development issues, including gender equality, human rights and the empowerment of women and girls, fair trade and the Sustainable Development Goals
- Proven passion for and experience with global citizenships education, public engagement, communications and capacity building with diverse audiences.
- Nuanced understanding of inclusion, intersectionality, gender equality, rights-based and feminist approaches, and ability to provide leadership and capacity building in these areas
- Relevant Post-Secondary degree(s) and seven to ten years progressive management experience in not-for-profit, public and/or private sector.
- Ability to work independently with minimal supervision to accomplish high-profile tasks and to meet multiple and concurrent deadlines
- Detail oriented, with demonstrated leadership experience in HR, administration, coordination, reporting and sharing of good practices and lessons learned
- Excellent facilitation and presentation skills, and demonstrated understanding of adult education and organizational capacity building
- Clear and effective written and oral communication skills and numeracy skills
- Demonstrated experience with Results Based Management (RBM) and Theory of Change
- Knowledge of and experience with program planning, development, implementation, monitoring, evaluation and learning

- Strong interpersonal skills, with the ability to work cooperatively with others to set and achieve goals
- Cross-cultural awareness and competency; self-aware
- Demonstrated good judgment, discretion and diplomacy skills
- Proven relationship building and partnering skill with a variety of stakeholders – private and public sector, civil society
- Commitment to MCIC’s Development Principles
- Experience working with Global Affairs Canada and other funders
- Demonstrated proficiency in word-processing, email and spreadsheet and database management software (including Microsoft Office)
- Clear Vulnerable Sector Search and Child Abuse Registry Check, or willing to get one
- Valid Driver’s License

Preferred:

- Fluency in French

Primary Duties and Responsibilities

Leadership

- Providing leadership in transformative public engagement, communications and capacity building activities to achieve MCIC’s vision, mission and mandate, strategic directions and funded programs
- In collaboration with the Executive Director, Director of Finance, and Director of Innovation, overseeing the financial and administrative management of all operations, including providing leadership and support in the recruitment of MCIC staff, interns and volunteers
- Implement a performance management process for staff that includes monitoring performance on an on-going basis and conduct an annual performance review.
- Coach and mentor staff to improve performance, taking disciplinary measures if necessary
- Provide leadership and guidance to a team of three
- Foster a positive and collaborative work environment

Program Planning, Implementation and Management

- Oversee the planning, implementation and evaluation of MCIC’s public engagement and capacity building programs
- Ensuring the increased visibility of MCIC member and Council efforts on key global issues, including Canada’s Feminist International Assistance Policy action areas, the Sustainable Development Goals (SDGs) and Agenda 2030
- Developing and delivering some public engagement and capacity building programs
- Convening periodic dialogues, consultations and information sessions with multiple key stakeholders
- Networking, liaising and developing relationships with diverse stakeholders
- Developing and testing surveys and interview schedules to facilitate effective needs assessments, and developing relevant capacity building initiatives
- Supporting the Executive Director, the Board of Directors and its Committees in development and achieving annual work plans
- Supporting MCIC’s Annual General Meetings and development of the MCIC Annual Report content
- Managing and monitoring budget items with prudence
- Collaborate and coordinate with other partners such as the Inter-Council Network

Monitoring, Evaluation and Learning

- As a part of the management team, ensuring processes are undertaken to assess the effectiveness of Council activities

- Ensuring staff and others capture quantitative and qualitative data on an ongoing basis
- Reviewing synthesized data, including qualitative, quantitative reporting items
- Supporting the creation, implementation, analysis and dissemination of results of periodic surveys of Council members and partners
- Overseeing the documentation and reporting of good practices and lessons learned related to public engagement, communications and capacity building programs by staff, interns, Board Committees and other key stakeholders on a quarterly-to-annual basis

Reporting on Results

- Ensuring all public engagement, communications and capacity building programs and activities are completed according to the descriptions, budget and timelines established in the Councils' funding agreements and annual work plan
- Preparing reports for Board of Directors and funders as required

Organizational Development and Support

- Providing appropriate levels of leadership and direction in management, staff and committee meetings, and towards the development or modification of operational policies and procedures
- In collaboration with the Executive Director, Director of Finance and others, preparing funding proposals, reports and liaise with program funder at the provincial and federal levels
- Representing MCIC at events or external meetings, as requested
- Responding to telephone and email inquiries, as necessary

Other duties as assigned

Position: Full-time 37.5 hours/week

Salary: \$55,000-\$62,000 plus benefits

Application Deadline: July 24, 2019 or until filled

Start Date: as soon as possible

Please submit cover letter and resume by email to jobs@mcic.ca. Please indicate in the subject line the title of the position you are applying for.