



Job Posting – Director of Innovation, FIT

The Inter-Council Network (ICN) is a coalition of the eight Provincial and Regional Councils for International Cooperation. These independent member-based Councils are committed to global social justice and social change, and represent nearly 400 diverse civil society organizations (CSOs) from across Canada. The ICN provides a national forum in which the Councils collaborate for improved effectiveness and identify common priorities for collective action. Rooted in communities across Canada, we are leaders in public engagement at a local and regional level, and are recognized for bringing regional knowledge and priorities to the national level.

As part of the ICN, the Manitoba Council for International Cooperation (MCIC) supports, connects, and amplifies the work of our members and partners, directly engaging and collaborating with Manitobans for global sustainability. As a coordinating structure, we promote public awareness of international issues, foster member interaction, and administer funds for international development.

MCIC, on behalf of the Inter-Council Network, is launching an innovation initiative named **FIT - Fund for Innovation and Transformation/Fond pour l'innovation et la transformation**, to test innovative solutions to development challenges. Its purpose is to advance the effective use of and learn from innovative solutions that will improve the lives, equality and empowerment of women and girls, their families and communities in the Global South.

ICN is seeking a qualified and experienced bilingual individual to join this exciting new initiative in the role of Director of Innovation.

Job Profile

Reporting to the Executive Director of MCIC, the **Director of Innovation, Fund for Innovation and Transformation (FIT)** will oversee an effective staff team of up to 8 that will be responsible for the successful development, implementation and management of the FIT program. In addition to reviewing and evaluating proposals, disbursing funds, and monitoring, evaluating and reporting on progress of projects, this position will be a spokesperson for innovation and transformation and will cultivate meaningful relationships and share knowledge and learnings with internal and external stakeholders.

This is a full-time **bilingual** position based in Winnipeg, Manitoba for a term of up to five (5) years. Regular domestic and international travel will be required.

Qualifications

Required:

- Post-secondary degree in a related field such as management, administration, international development, innovation and/or communications
- 7 to 10 years of relevant work experience in the not-for-profit, public and/or private sector
- 2+ years' experience in an international development context
- Knowledge of innovation and its role in the response of small and medium organizations to development challenges
- Demonstrated knowledge of Canada's Feminist International Assistance Policy and the UN's Sustainable Development Goals as they relate to innovation and gender equality
- Excellent oral and written communication skills in **both** English & French
- Strong interpersonal skills, with the ability to work cooperatively with others to set and achieve goals
- Cross-cultural and gender sensitivity
- Commitment to MCIC's Development Principles
- Effective time management abilities
- Good attention to detail
- Strategic and analytical thinking skills and problem-solving skills
- Advanced online research skills
- Demonstrated proficiency in word-processing, email and database management and spreadsheet software (including Microsoft Office Suite)
- Ability to work under pressure in a fast-paced work environment

Preferred:

- Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations and of ethical behaviour and business practices
- Knowledge of current issues and opportunities that relate to the objectives of FIT
- Understanding of a human rights-based approach to development
- Knowledge of human resource management, financial management and project management
- Knowledge of Government of Canada's Results Based Management (RBM) reporting structure
- Knowledge of federal and provincial legislation applicable to voluntary sector organizations including employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage, etc.

Primary Duties and Responsibilities

Leadership

- Working closely with the Executive Director, develop an implementation plan for the FIT program
- Provide leadership and guidance to a team of up to eight staff members, potentially including long distance employees
- Identify, assess and inform the Executive Director of issues that affect FIT

- Oversee the sharing of project learnings and knowledge online and through conferences
- Provide regular reports for the ICN, MCIC and Global Affairs Canada
- Foster a positive and collaborative work environment

Program Planning and Management

- Oversee the planning, implementation and evaluation of FIT program and services, including special projects as per the contribution agreement with Global Affairs Canada
- Ensure that FIT program and services contribute to ICN and MCIC's missions
- Oversee the monitoring and evaluation of day-to-day delivery of FIT program to maintain and/or improve its quality
- Coordinate reporting to Global Affairs Canada using Results Based Management tools
- Represent ICN/MCIC and FIT at national/international/community activities and events to enhance the ICN/MCIC's profile

Operational Planning and Management

- Coordinate setup of the FIT physical office, including office configuration and developing policies and procedures
- Oversee the efficient and effective day-to-day operations of FIT, including office management, FIT team supervision and meetings, determining meeting and technology requirements, and managing FIT communications
- Ensure that the operation of FIT meets the expectations of the MCIC Board and funders
- Ensure FIT records are managed to document decision-making and to maintain appropriate confidentiality/privacy of personnel, SMO and project files
- Coordinate the production of FIT communication resources such as annual reports and newsletters to meet Global Affairs Canada standards

Human Resources Planning and Management

- In conjunction with the Executive Director, recruit, interview and select staff with the skills and experience to fulfill the purpose of FIT
- Oversee RFPs and contracts for consultants
- Ensure procurement is done in accordance with MCIC's procurement policy
- Oversee staff orientation to FIT and training as appropriate
- Ensure that staff understand the terms, conditions and limitations of insurance coverage
- Establish a positive, healthy and safe workplace in accordance with the legal statutes of the Province of Manitoba
- Implement a performance management process for staff that includes monitoring performance on an on-going basis and conducting an annual performance review
- Coach and mentor staff to improve performance, taking disciplinary measures if necessary

Financial Planning and Management

- Work with the Director of Finance to prepare a comprehensive budget for FIT
- Work with the Executive Director to ensure funding goals are being met
- Approve expenditures within the authority delegated by the MCIC Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer FIT's funds according to the approved budget, and monitor its monthly cash flow

Community Relations/Advocacy

- Communicate with stakeholders to keep them informed of the work of FIT
- Compose official correspondence
- Establish and maintain good working relationships and collaborative arrangements with members, funders, politicians and other organizations to help achieve FIT's goals
- Participate in regional presentations on FIT an annual basis
- Recruit Expert Review Panel members
- Attend annual meetings with the FIT Steering Committee

Additional duties as required

Working Conditions

- 37.5 hours per week
- Office environment on site at MCIC in Winnipeg, Manitoba
- May be required to work evenings, weekends or additional hours to accommodate activities such as travel, meetings or representing FIT at public events
- Domestic and international travel is required

Position: Full-time

Salary: \$76,000-\$82,000 plus benefits

Application Deadline: January 16, 2019

Start Date: As soon as possible

Please submit a cover letter and resume by email to jobs@mcic.ca by January 16, 2019. Please indicate in the subject line the title of the position you are applying for.