



Executive Director, Rooftops Canada – Abri International

Location: Toronto, Canada - Deadline: January 15, 2022

Rooftops Canada - Abri International works with Canadian and international partners to achieve our vision of **a world where everyone has a secure place to live in peace and dignity**. Our mission is to improve housing and build sustainable communities in the Global South through partnerships with local organizations as the international program of Canada's cooperative and social housing movement. Rooftops Canada is governed by a Board representing its Canadian housing partners and at-large members with specialized experience.

Rooftops Canada – Abri International is seeking a qualified candidate to assume the role of Executive Director in 2022, initially working with the retiring Executive Director through a defined transition period to ensure continuity of operations for all stakeholders. **This is a permanent, full-time salaried position based in Toronto that is only open to Canadian passport holders.**

OVERVIEW OF ROLE

The Executive Director oversees the organizational vision for Rooftops Canada – Abri International ensuring that all activities align with its mission to improve housing and build sustainable communities in the Global South through partnerships with local organizations as the international program of Canada's cooperative and social housing movement.

Under the guidance of the Board of Directors, the Executive Director plans, organizes, develops and leads all domestic and international initiatives for expansion of Rooftops Canada. The Executive Director works with project managers, staff, technical advisors and consultants to design, fund and implement international development projects, and fosters cooperation with Canadian and overseas partners, governments, agencies and other stakeholder groups. The Executive Director also oversees and provides inputs to Rooftops Canada's fundraising, communications, public engagement and organizational development.

PRIMARY DUTIES AND RESPONSIBILITIES

- Works with the Board of Directors to establish the organization's strategic plan, policies and procedures, and ensure these are efficiently and effectively implemented.
- Organizes, coordinates and oversees the work of all Rooftops Canada staff, volunteers, technical advisors and contractors while maintaining project management responsibility and stakeholder relationships to ensure effective delivery of international development projects guided by the Rooftops Canada vision of a world where everyone has a secure place to live in peace and dignity.
- Recommends appropriate action to ensure financial sustainability. Proactively identifies revenue sources and leads the proposal process to fund new and existing programs, and guides the organization's fundraising strategy.
- Oversees and contributes to the development of ongoing education, communications and public engagement activities targeting the Canadian co-op and non-profit housing sector.
- Regularly advises the Board of Directors regarding the financial condition and needs of the organization while directing the preparation, administration and evaluation of organizational and project budgets to ensure cost effective operations, responsible stewardship in resource management, and ongoing financial analysis and reporting.

- Works with the organization's financial team to ensure professional management of financial affairs, projects and initiatives.
- Promotes inclusion and diversity within teams, programs, committees, and other organizational groups to increase communication and effectiveness in the execution of goals across program initiatives.
- Ensures the selection, development and retention of a highly skilled and professional team of employees.

PROFESSIONAL QUALIFICATIONS

- The successful candidate will have a minimum of eight years of experience as a senior project manager and leader in a globally-focused CSO, NGO or other international development organization.
- Demonstrated success in securing and managing grant and donor funding for international development from government (especially Global Affairs Canada) or other funding agencies, and a strong understanding of networks in this sector.
- Working knowledge and experience related to human rights, gender equality, democratic governance and environmental sustainability in the context of advocacy and capacity building in the Global South.
- Knowledge and experience related to human settlements, urbanization, housing, community/cooperative development and related laws, regulations, guidelines and standards for international human settlements and housing development projects.
- Holds a Master's Degree from an accredited university in international development, law and human rights, architecture urban studies/planning economic development, public administration or related areas.
- Ability to respond to social, political, and environmental issues influencing ongoing program development and management.
- Demonstrated experience as a contributor to sector policy development in partnership with other international development organizations.
- Experience working in a complex organization providing services to a diverse and cross-cultural group of stakeholders across multiple international geographic locations.
- Experience in public engagement of Canadian organizations and volunteers and in international development initiatives, and related use of education, communications and social media.
- Experience in fundraising and building fundraising capacity to support new and sustainable donor growth through initiatives such as partnership development, networking, marketing and strategic alliances.
- Proven ability to develop and inspire staff teams through professional development initiatives, ongoing feedback, performance reviews and dynamic goal setting.
- Expertise in budget development, forecasting, financial management and reporting.
- Excellent communication and English language skills with proven ability to present clear and concise written and oral reports, and speak in public to a broad range of stakeholders.
- French language competency is a desired asset.

This is a permanent, full-time salaried position based in Toronto that is only open to Canadian passport holders. Subject to the ongoing Covid-19 situation, it will require international travel typically twice a year for 3-4 weeks. Salary is negotiable within Rooftops Canada's salary framework, and benefits include retirement savings contribution and a group health insurance plan. Rooftops Canada is committed to diversity in its governance and staffing. Interested candidates should submit their resume and a covering letter by e-mail to jobs@rooftops.ca.

The deadline for applications is January 15, 2022 with an anticipated start date of April 4, 2022. We thank all applicants for their submissions but only short-listed applicants will be contacted.