



United Nations Association in Canada
Association canadienne pour les Nations Unies
Growing Global Citizens § Citoyens du monde à venir

Senior Director of
Strategic Planning and Growth
Job Description

The United Nations Association in Canada (UNA-Canada) is a historic registered Canadian charity with a mandate to educate and engage Canadians in the work of the United Nations (UN) and the critical global issues that affect us all, and to seek solutions to shared challenges. The Association ‘**grows global citizens**’ who are aware, engaged and equipped with critical thinking skills to impact positive social change in their communities. A founding member of the World Federation of UNAs (WFUNA), UNA-Canada brings the UN to Canadians and made-in-Canada promising practices to the global commons.

As part of the Senior Management team (consisting of the CEO, Senior Director of Programme and Innovation, National Director of Development and CFO) , the Senior Director of Strategic Planning and Growth, will be responsible for the implementation of the current Board Approved Strategic Plan Objectives as well as planning for imminent growth of UNA-Canada.

Reporting to the President & CEO, the Senior Director will have the following responsibilities:

- With the President & CEO and the senior team develop, plan and implement growth strategy;
- With the CFO and the Director of National Development & Fundraising, establish, monitor and report on the annual strategy and monetary goals for Development & Fundraising;
- Establish and monitor goals and work plans of the Fundraising and Development team to ensure that the department’s strategy, growth and objectives are promoting UNA-Canada’s growth strategy and strategic plan;
- With the Senior Director of Programmes & Innovation ensure the Annual Programme Work plan is aligned with the overall Strategic Plan, including that programmes and activities are developed and implemented efficiently and as effectively as possible and that the activities implemented are of good quality and relevant to the mission and vision of the Association;

- Research, write, socialize and secure high -level, high value proposals to governments departments (non-RFP);
- Research, write, socialize and secure high -level, high value proposals to corporate sponsors including Financial Institutions, Top 500 companies that align best with UNA-Canada mandate;
- Maintain knowledge on current trends on government, including federal, sub-national and international, especially on mandates and spending priorities to ensure that funding opportunities are identified and shared with programme directors/manager/officers and support the pursuit these opportunities;
- With the Senior Director of Programmes & Innovation develop and implement a strategy for UNA-Canada new Signature Programme around the Sustainable Development Goals (SDGs);
- Write, design and conduct presentations on UNA-Canada for numerous stakeholders including funders, sponsors, government, Branches and the General public;
- Support and increase strategic engagement of Board;
- Support the President & CEO in implementing decisions;
- Ensure consistent communication/branding among the programme directors/officers and all documents;
- Promote UNA-Canada widely across Canada, through various avenues including traditional and evolving social networking avenues (twitter, facebook etc) and identify speaking opportunities for President & CEO;
- Maintain confidentiality at all times; and
- Undertake other duties and projects as assigned by President & CEO.

Qualifications & Skills

- 7 years of experience, preferably in a variety of sectors (government, public, private, NGO), with particular knowledge of the NGO sector and fundraising;
- Proven fundraising ability and knowledge;
- Knowledge & interest in global affairs & local implications;
- Fluency in French and English;
- Exceptional oral and written communication skills including presentation skills;
- Results driven and able to motivate and inspire both staff & volunteers;
- Excellent knowledge of various level of governments;
- Proven judgement and analytical skills;
- Knowledgeable and experienced in working and adapting in a fast-paced, multi-cultural environment;
- Masters degree in communications, marketing, business , political science or related field or equivalent

Duration – Full time and permanent

Salary - annual salary will commensurate with experience and qualifications

Please submit your CV and Cover letter to Erica Mongiat (erica.mongiat@unac.org). We thank all applicants for their interest however only those selected for an interview will be contacted.

UNA-Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process

Application Deadline: October 6th, 2017 – by 5:00 pm EST.