



Terms of Reference

Position:	Country Director
Organization:	Focus Humanitarian Assistance Canada
Location:	Toronto, Ontario
Application Deadline:	August 16 th , 2021

Position Summary

Focus Humanitarian Assistance Canada (“FOCUS Canada”) is recruiting to fill the position of Country Director (“CD”) for the organization. The CD will provide strategic direction and leadership in managing the operations of FOCUS Canada in accordance with the strategies, plans and policies approved by the Board of Directors. The ideal candidate will be an accomplished senior executive who will influence, plan and execute the organization’s strategic priorities.

Summary of Responsibilities

This CD is appointed by and reports to the Chairman of the Board of Directors and is accountable to the Board. Based out of Toronto, the CD will lead the implementation of organizational strategies, plans and programs in support of FOCUS Canada’s mandate in the areas of:

1. Providing emergency relief to communities affected by natural disasters or man-made crises.
2. Supporting community-based disaster risk reduction and emergency preparedness programs in areas prone to natural hazards.
3. Resettlement and integration programs for populations displaced by civil instability or conflict.
4. Resiliency and capacity building programs aimed at transitioning communities from recovery to sustainable development.

The CD will provide thought and management leadership to staff, and senior volunteers, to help drive and strengthen the domestic and global impact of FOCUS Canada.

Leadership and Management

- Leads and Manages FOCUS Canada on a day-to-day basis.
- Provides organizational leadership and vision in developing the strategy and plans necessary to realize objectives.
- Leads the development of strategic relationships with agencies, the non-profit sectors, communities, and others to effectively deliver mandated plans and programs.

Human Resources

- Establishes organization and staffing plans including appropriate delegation and decision-

making frameworks.

- Provides direction to the staff to ensure overall effectiveness, integrity of operations and financial activities accordance with applicable legislative, regulatory and policy requirements.
- Leads and motivates staff and volunteers in respect of program support, fundraising, communications, finance and administration.

Programs

- Oversee and implement FOCUS Canada's programmes in Canada related to disaster risk reduction, crisis response and settlement.
- Oversee all country programs and activities to meet objectives, timelines and budget.

Finance and Compliance

- Leads the implementation of strategies to mitigate organizational risk and ensure financial viability of the organization and in order to maintain FOCUS Canada's charitable status.
- Ensures the integrity of FOCUS Canada's internal control and management systems to achieve an efficient allocation of resources.
- Implements, with the support of finance staff and finance member, financial controls and reporting protocols for audit, governance and compliance.
- Oversees budget development and compliance.

Fundraising

- Responsible for overseeing the organization's fundraising efforts including its annual FOCUSSTARS Campaign Act and developing other financial support avenues necessary to support FOCUS' mandates.
- Oversees the development of fundraising strategies (in conjunction with the Board).
- Acts as a liaison with funding partners and organizations.
- Ensure fiscal integrity of fundraising collection process and reporting.

Public Engagements and Communications

- Act as primary spokesperson for FOCUS Canada and oversee interfaces with public and stakeholders.
- Develop and implement an effective donor development and stewardship strategy.
- Actively participate in disaster management and settlement forums, policy dialogue initiatives, and conferences to enhance FOCUS' reputation as a credible disaster management and refugee resettlement organization.
- Develop strategic alliances with non-profit, academic and government agencies, to learn, advocate and fund-raise.

Board Relations, Administration and Support

- Advises the Board on matters of policy, planning and priorities and other issues that are fundamental to the mandate and objectives of the organization.
- Oversee governance and operations to ensure compliance with all statutory, legal and regulatory requirements of the country unit.
- Serve as a liaison between the Board and Staff.
- Oversee Board administration support.

Qualifications, Key Skills, and Personal Characteristics:

Essentials

- A professional qualification, or a graduate degree in at least one of the following areas: social sciences, community development, international development, emergency management, public health, forced migration or related disciplines.
- At least five years' experience in a management position within a corporate, government or non-governmental setting preferably with international exposure.
- Project management including functional supervisory experience required.
- Finance and compliance background.
- Superior written communication skills.
- Excellent oral communication skills and the ability to effectively represent the unit with various governmental entities, NGOs and other external stakeholders.
- Willingness to travel domestically and internationally as required.
- Appreciation for the objectives and ethical underpinnings of the work of AKDN and the desire to work with multiple other FOCUS Units and AKDN agencies.

Assets

- Emergency management experience, with demonstrable expertise in refugee resettlement, mitigation and response methods.
- Experience with monitoring and evaluation, logical framework and strategic planning approaches.
- Institutional knowledge and practical experience within the AKDN and its ethical framework.
- Experience and knowledge relating to compliance for non-profit organizations and charities.
- Ability to collaborate effectively with regional and international subject matter experts.

About FOCUS Canada

FOCUS Canada is part of a group of private, international, non-denominational agencies that cooperate voluntarily to prevent and alleviate human suffering and deprivation caused by man-made and natural disasters. FOCUS Canada conducts this work within a framework of ethical values that include humanity, compassion, caring, tolerance, pluralism and dignity of mankind.

FOCUS Canada strives to excel as a community-based emergency humanitarian assistance organization capable of delivering an effective number of programs and projects that save and protect lives, alleviate suffering and deprivation, facilitate refugee resettlement and repatriation, and facilitate disaster risk reduction measures.

As an agency of the Council for Canada FOCUS Canada works alongside the National Council and agencies of the AKDN globally where longer-term development is viable and sustainable after a social crisis.

FOCUS Canada's goals and strategic priorities include:

- Resource mobilization through innovative fundraising initiatives centered on donor stewardship and effective communication to FOCUS' constituency group.
- Lead the development of Disaster Management activities in Canada ensuring the safety and security of communities from natural and man-made disasters thus creating and promoting a culture of a resilient community.
- Develop human resources (staff and volunteers) to ensure the right people are effectively

engaged.

- Develop and maintain strong external relationships and partnerships with relevant groups in the areas of Refugee Resettlement, Emergency Management and Disaster Response.

Salary will be commensurate with experience and will be negotiated at the time of hiring.

Interested candidates should submit their resume (with three references) along with a cover letter, outlining their relevant experience, their salary expectations, and why they feel they are a good candidate for this position to:

E-mail: focus.canada@focusha.org

Subject line: Country Director

Deadline for submission: August 16th, 2021

Only those shortlisted for an interview will be contacted.