



Full Time – Toronto or Ottawa

Director, People

Canadian Feed The Children (CFTC) – proudly and independently Canadian since 1986 – works to unlock children’s potential through community-led action in Canada and around the world. CFTC delivers development programs through local partners that have positive, meaningful, and sustained impact on children’s lives and on the self-sufficiency of their families and communities. Currently operating in five countries (Bolivia, Ethiopia, Ghana, Uganda, and in Indigenous communities in Canada), this award-winning, Imagine Canada Standards-accredited agency is at the leading edge of practice in the international development sector.

If you share our passion for bettering children’s lives, and thrive in a collaborative, values-based culture where creativity and innovation are rewarded, please consider applying for this role.

Director, People

Reporting to the President & CEO, the Director, People, drives people programs and provides critical HR support and guidance across the organization. With an updated strategic People plan in place, you will execute the strategy and contribute to the achievement of short- and long-term organizational objectives. Working closely with colleagues on the Senior Leadership Team (SLT) you will build leadership capacity across CFTC and act as a resource on all People-related initiatives across the organization. In your role of overseeing the People function, you are specifically responsible for strategic organizational design, recruitment, onboarding, retention, performance management, comprehensive compensation and rewards programs, professional growth and learning, and organizational culture and employee engagement initiatives. The Executive Assistant & Board Governance Coordinator provides support to this role for 20% of their time.

Leadership and Teamwork – 30%

- Implement CFTC’s People Strategy to deliver an integrated talent and leadership management strategy for staff to ensure the sourcing, assessment, development, retention, and succession of current and future generations of leaders.
- In collaboration with the SLT, oversee initiatives that promote a culture of excellence, accountability, passion and collaboration, nationally and internationally.
- Provide support and guidance on HR strategy to the SLT to further their respective leadership contributions and enhance the capabilities of their teams.
- Serve as a change agent and support staff in embracing change.
- Develop strong relations with all employees and stakeholders within the sector.
- Build strong relationships and collaborate with colleagues throughout the organization to contribute fully to the achievement of shared organizational goals.

HR/People Programs and Implementation – 35%

- Implement programs that enhance and support the strategic direction of the organization including strategic recruitment, on-boarding, internal communications, performance management, reward and compensation systems, change leadership and succession planning.
- Provide leadership to the development of systems and programs that will ensure employees have the tools they need to be productive and successful.

- Collaborate to ensure organization design and structure supports the mission and strategy with clearly articulated accountabilities, roles, responsibilities and outcomes.
- Establish key performance indicators to measure the success of HR programs and ensure continuous improvement.
- Ensure opportunities are created for communication, exchange of ideas and collaboration across all levels throughout the organization.
- Continue to roll out CFTC's learning and development programs including "Building Leaders from Within" and monthly Harvard ManageMentor sessions.
- Support the tracking and reporting of benchmarking data and HR metrics related to the department's functional responsibilities. Remain current regarding trends and emerging practices within the field.
- Ensure effective risk management and compliance with all applicable legislation.

Organizational Priorities and Board Governance – 20%

- Ensure that the development and implementation of policies are aligned with CFTC values, reflect best practices, and comply with relevant legislation. Ensure consistent and fair application of policies.
- Coordinate CFTC's organizational priority on developing and aligning systems, policies and protocols to ensure robust practices are in place to prevent sexual exploitation and abuse and ensure the safeguarding of children, program participants, staff and other stakeholders.
- Prepare reports and presentations for, and liaise with, the Board of Directors as required.

Budgeting and Administration – 15%

- Lead the development of the HR budget, ensuring sound fiscal management of resources and implementation of strategies that achieve organizational goals.
- Administer CFTC's benefits program, AIR platform and training programs.
- Lead CFTC's Health and Safety program and provide advice, guidance and support to the Joint Health & Safety Committee.

Key Qualifications, Competencies & Requirements

Education and Experience

- University degree or equivalent experience.
- CHRL or CHRE is preferred.
- A minimum of seven (7) years progressive experience in an HR leadership role and a member of a leadership team. Experience in the NGO, international development or non-profit sector an asset.
- Expertise and practical knowledge of the full range of strategic HR programs, services, delivery models and metrics that are values-based and drive a high performance culture.
- Sound understanding and knowledge of best practices and tools in strategic human resources and change leadership.
- Strong analytical and problem solving skills with the ability to understand and appreciate multiple and diverse perspectives.
- Demonstrated ability to effectively manage multiple priorities simultaneously and thrive in a dynamic environment while prioritizing and focusing on successful implementation.
- Familiarity utilizing organizational performance metrics to benchmark, analyzing results and identifying opportunities for improving results.
- Thorough working knowledge of leading edge HR management strategies, models, tools and techniques.
- Knowledge of employment legislation.

Competencies

- A proven ability to build and nurture strong relationships internally and with external stakeholders.
- A passionate and compelling communicator and listener with demonstrated change management and leadership skills and the ability to embed human resources strategically within an organization.
- Proven strategic leadership skills and the ability to operationalize.
- Excellent interpersonal, negotiation and presentation skills.
- Progressive, collaborative management skills and the ability to identify and support individual strengths and complementary skills and competencies.
- Judgment, tact, discretion, diplomacy, and ability to hold confidence.
- A strategic thinker who can also “roll up their sleeves”.
- A genuine people person who easily builds credibility, earns respect and trust.
- Demonstrated commitment to a customer service orientation.
- Desire to make a sustainable difference while having fun in the process!

Additional Requirements

- Ability to travel nationally and internationally
- Valid driver’s license
- Eligibility to work in Canada.

Interested? Please submit your C.V. and covering letter to jobs@canadianfeedthechildren.ca. Please indicate **the name of the position in the subject line**. Internal candidates with the required skill-set are encouraged to apply by advising their manager and following the same process outlined above. Deadline for applications is **March 4th 2019 at 5:00PM (EST)**.

We thank all applicants for their interest however only those selected for an interview will be contacted.

Canadian Feed The Children is committed to creating a diverse environment and is proud to be an equal opportunity employer.

Canadian Feed The Children is committed to ensuring a barrier-free, accessible and inclusive work environment. We welcome and encourage applications from people with disabilities. Upon individual request, we will endeavour to remove any barrier to the hiring process to accommodate candidates with disabilities. Please inform us should accommodation be required at any point during the recruitment and selection process.