

# Manager, Northern Strategy

12-month contract

## Job Posting

We are seeking a **Manager, Northern Strategy** to join the Community Initiatives team! This position is responsible for leading the Canadian Women's Foundation's Northern Women and Girls granting program and other work supporting the development and growth of the Foundation's Northern Strategy. Responsibilities include Northern Strategy grant management, knowledge mobilization, evaluation activities, and contributing to donor reporting and impact storytelling. This position reports to the Senior Director, Community Initiatives- Grants and Learning.

The Canadian Women's Foundation is a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, we work to achieve systemic change. We support women, girls, and gender-diverse people to move out of violence, out of poverty, and into confidence and leadership. Since 1991, our generous donors and supporters have contributed more than \$260 million to fund over 3,300 life-transforming programs throughout Canada. For more information about the Foundation, visit our [website](#). To learn more about what we offer to employees and why you should apply, visit [Work With Us](#).

To be reflective of the communities served in the Northern Women and Girls granting program, we are highly encouraging women, Two Spirit, trans, and nonbinary people who identify as First Nations, Métis, and Inuit to apply for this role.

## Key Duties and Responsibilities

### Feminist Grant-making

- **Outreach & Relationship Building:** Lead the Foundation's efforts to expand our grant-making in the North, identifying prospective grantees and establishing the Foundation as a trusted funder of gender equality initiatives.
- **Grants Committee Management:** Oversee the Northern Women & Girls grants committee, including member selection, training, and facilitation of committee processes and engagement.
- **Application Management:** Set grant criteria, prepare materials, conduct inclusive outreach, manage application intake and review, and address inquiries.

- **Grant Selection & Approval:** Support in making funding recommendations and assist in preparing and presenting these to the Foundation’s Board of Directors.
- **Grantee Support & Relationship Management:** Communicate grantmaking decisions, prepare funding agreements and acknowledgements, monitor program implementation, initiate and track grant payments, and handle collection of final reports and financials
- **Accountability & Reporting:** Maintain accurate grant records, update databases, report relevant issues and/or changes in grantee programming to supervisor, and contribute to impact measurement and donor reporting.
- **Impact Storytelling:** Collaborate with the Public Engagement and Philanthropy teams to highlight the Foundation’s impact through storytelling.
- **Financial Management:** Track the budget and expenses for the Northern Women & Girls grants program

### **Feminist Learning (Capacity Building and Knowledge Mobilization)**

- **Network Development:** Encourage collaboration by supporting organizations in building networks and fostering connections within and across regions
- **Convening & Learning:** Organize virtual and in-person learning and networking opportunities for grantees, and share research, toolkits, and other resources to support their work.
- **Evaluation:** Oversee evaluation efforts, including managing consultants, guiding the development of evaluation plans, and supporting grantees in data collection and analysis aligned with the Foundation’s Theory of Change.

### **Systems Change (Advocate and Mobilize for Change)**

- **Policy Collaboration:** Work with policy team to involve grantees in relevant policy discussions and advocate for sector collaboration in public consultations, roundtables, etc. Share learnings and insights from grantee engagement and evaluation processes for integration into policy positions and government relations initiatives.
- **Issue Monitoring:** Track emerging issues in the North, focusing on girls, youth, Two Spirit, trans, and non-binary people from underserved communities.
- **Spokesperson Training:** Prepare to act as spokesperson for the Foundation in media engagements.
- **Public Engagement:** Present learnings, engage with partners, participate in events, and manage external relationships
- Other duties as required

### **Qualifications and Experience**

- **Experience:** Minimum 5 years’ experience working on equity issues in gender justice issues and Northern Communities, or a related community sector,

experience developing and leading evaluation strategies and lived experience in one or more equity seeking groups, especially indigenous communities.

- **Education:** Degree in related field OR an equivalent combination of training, expertise, and lived experience.

## **Skills**

- Demonstrated project management skills, with ability to manage multiple project deliverables with multiple partners and contributors
- Strong written and oral communication skills
- Strong presentation skills, with experience developing and designing learning forums both in-person and online
- Experience managing project budgets with government and corporate funders
- Experience working in coalition with organizations in the North
- Experience providing training, guidance, or mentorship to non-profit organizations
- Experience developing / contributing to multi-partner research projects and/or impact evaluations
- Capacity to work fluently in Inuktitut or French is an asset
- A strong intersectional lens and gender-based analysis and knowledge of issues affecting women and gender diverse people in Canada.
- An understanding of the women's and gender justice sector in Canada, especially in the North, and barriers experienced by women and gender-diverse people from underserved communities
- Strong knowledge (including direct experience) of how to integrate intersectional approaches into programs and service delivery models
- Demonstrated capacity to build relationships of trust with sector partners
- Good judgement, flexibility, and capacity to work closely with one or more team members on a common project
- Ability to travel within Canada

## **Expectations and Conditions**

The chosen candidate will be able to start work as soon as possible and would complete a three-month probation period.

## **Compensation**

The hiring range for this position is **\$100,000-\$115,000**. This amount is inclusive of all Northern allowance and Isolated Post allowances. The Foundation provides generous vacation time, comprehensive health and dental benefits, as well as

professional development opportunities. This is a full-time contract position for twelve months with the possibility of extension.

### **Job Location**

This role must be performed in a community in the Yukon, Northwest Territories, Nunavik, Nunavut or Nunatsiavut regions.

### **Apply Today by Submitting:**

- A one-page cover letter outlining why you want to be part of the Canadian Women’s Foundation and briefly summarizing your key skills and relevant experience.
- A resume that provides an overview of your work, education, and volunteer experience.

The deadline for submission is **5:00pm EST on October 25, 2024**. Please email the document to [humanresources@canadianwomen.org](mailto:humanresources@canadianwomen.org) and indicate “Manager, Northern Strategy” and quote reference number “CI-031” in the subject line.

### **Canadian Women’s Foundation Commitment to Equity**

The Canadian Women’s Foundation is strongly committed to equity in employment and seeks to attract, select, and hire a diverse team with a high level of professional skills, passion for and belief in our vision and mission. We aim to be inclusive of diverse people across gender and sexuality spectrums. This includes people who identify as women, girls, trans, Two Spirit, genderqueer, nonbinary, and 2SLGBTQIA+. If comfortable, we encourage candidates to share information about their identities, lived experiences, and the communities they are part of in their cover letter.

The Canadian Women’s Foundation adheres to Canadian Human Rights legislation and will provide accommodation to candidates during any part of the interview or hiring process, if requested.

We thank all applicants for their interest. However, only those selected for a first interview will be contacted. We anticipate two rounds of interviews before the successful candidate is selected.