



Transparency International Canada Inc.

EMPLOYMENT VACANCY

Position	Executive Director, Transparency International Canada Inc.
Employment status	Full-time
Location	Toronto (preferred), Canada
Application deadline	February 16, 2015
Interviews	Interviews: TBD
Starting date	TBD
Salary	\$65,000 - \$75,000 (inclusive of benefits), Dependent upon experience and qualifications
Vacation	4 weeks

Transparency International (TI) is the global civil society organization leading the fight against corruption. TI Canada Inc. (TI-Canada) is one of the more than 95 Chapters worldwide that raise awareness of the damaging effects of corruption and work with partners in government, business and civil society to develop and implement effective measures to tackle it. The TI secretariat (TI-S) is based in Berlin, Germany.

Background

TI's *Vision* is a world in which government, politics, business, civil society and the daily lives of people are free from corruption. The *Mission* of Transparency International Canada (TI-Canada) is to be an informed voice that promotes anti-corruption practices and transparency in Canada's governments, businesses and society at large. The long-term goals of TI-Canada are:

1. To encourage compliance with Canadian laws and international conventions to which Canada is a signatory, against bribery and corruption ("Canadian Anti-Corruption Laws") by educating businesses, professional organizations, governments and the public at large about Canadian Anti-Corruption Laws and the adverse impact of non-compliance therewith;

2. To develop and promote ethical standards of conduct for businesses, professional organizations, governments and the public at large to assist them in complying with Canadian Anti-Corruption Laws;
3. To conduct or commission research on issues concerning the prevention and elimination of bribery and corruption and to communicate the results therefrom to businesses, professional organizations, governments and the public at large; and
4. To assist the Canadian Government in fulfilling its obligations under international conventions to which Canada is a signatory in the prevention of and the fight against bribery and corruption.

Launched in November 1996, TI-Canada is affiliated with more than 95 other National Chapters, formed and forming, around the world.

Main Function

The Executive Director will be responsible for the actual implementation of the activities of TI-Canada as outlined above.

Responsibilities

The Executive Director will be the main driving force and workforce behind TI-Canada. He/she will report directly to the Board of TI-Canada, through the Chair and President as the employer and line manager and on all matters related to projects/programme implementation. He/she will also be responsible for liaising with TI Secretariat. Some clerical support, including maintenance of the TI-Canada member database and management of general emails to the TI-Canada membership, will continue to be provided by the Schulich School of Business, located at York University.

More specifically, the Executive Director will:

Positioning and networking for TI-Canada

- Represent TI-Canada to external stakeholders;
 - Represent TI-Canada at events
 - Present on behalf of TI-Canada
- Ensure TI-Canada brings added value to debates and practices on anticorruption in the country and to effectively communicate the organization's distinct competitive advantage internally and externally;
- Develop and articulate clear public policy positions on the behalf of TI-Canada, in consultation with the Board and in broad alignment with TI-S;
- Participate in relevant TI international meetings and other external networks in order to bring and adapt international best practices into anti-corruption work in Canada and to enhance the visibility of TI-Canada activities;
- Maintain generally constructive but critical interactions with stakeholders from government, private sector, civil society organizations in its operation;
- Undertake all other actions that promote the prestige, influence, and effectiveness of the organization, consistent with TI-Canada's mission, values and principles;

- Maintain and enhance the coordination, cooperation, and mutually beneficial relationships of TI-Canada with other TI National Chapters and TI-S, within the overall framework and strategy of the TI movement.

Fundraising

- Coordinate and conduct fundraising. This will include:
 - Identifying potential donors for the projects/activities of TI-Canada. Preparing grants and funding proposals;
 - Working with Board Members to enhance fundraising and outreach.

Project Management

- Ensure that all objectives defined by the TI-Canada Board are met to the best ability of the organization;
- Schedule and prepare agendas and materials for TI-Canada Board meetings. Perform any other tasks identified by the TI-Canada Board as necessary to ensure that identified objectives are met successfully;
- Manage projects undertaken by TI-Canada
 - Ensure project timeline/ deadlines are met
 - Ensure quality deliverables
 - Manage any staff or consultants hired to undertake project-related work
 - Liaise with other organizations/individuals with whom any projects may be undertaken;
- Prepare annual report of TI-Canada, both for TI-Canada AGM and TI-S;
- Work closely with a responsible member at TI-S (on TI-S facilitated projects) for ensuring the preparation of all reporting obligations (both narrative progress and financial reports) ensuring that all requirements mandated by donors are met (e.g. financial management, fund transfer requests, procurement regulations) in a professional, transparent and timely manner).

Advocacy

- Identify current issues for strategic advocacy points of TI-Canada;
- Utilize TI-Canada's activities/tools to create public awareness on pressing anti-corruption issues;
- Establish/strengthen TI-Canada's network with all sectors including government, business, media, academia, and other CSOs.

Communications

- Update website content;
- Communicate TI-Canada through social media;
- Draft press releases and circulate through TI-Canada networks;
- Regularly update members on TI activities and key issues of importance to TI;
- Expand TI-Canada membership.

Event Planning

- Organize the Annual General Meeting;
- Organize the Day of Dialogue events, held in major Canadian centers on an annual basis.

Governance & Board Support

- Facilitate regular review and update of TI-Canada Governance documents;
- Ensure regular meetings with TI-Canada's Chair & President;
- Facilitate regularly scheduled meetings of the Board and produce minutes of meetings;
- Keep Board informed on all TI-Canada's activities and consulted whenever necessary;
- Perform other tasks that may be assigned by the Board in accordance to the goals and objectives of TI-Canada.

Administrative

- Supervise daily operation of TI-Canada;
- Ensure TI-Canada's compliance with all the legal requirements in accordance with our status as a charitable organization..

Financial

- Manage budget and financial operation of TI-Canada. Ensure transparency/ accountability in all financial transactions, reporting to the Treasurer of the Board;
- Regularly submit financial reports to the Treasurer and the Chair and President;
- Ensure chapter compliance with the requirements of the Canada Revenue Agency including the TI-Canada annual audit;
- Ensure compliance with both donor and charitable status requirements on fund disbursements.

Qualifications

A must

- Undergraduate university degree or professional qualification in political or social science, business administration, management, finance, public administration, economics, law, international development or another relevant field;
- At least 5-8 years of relevant professional work experience preferably in an NGO setting;
- Passionate about anti-corruption work and promotion of integrity;
- Highly organized, with excellent time and resource management skills;
- Strong communication skills;
- Strong administrative/management skills;
- Outstanding verbal and written communication skills;
- Able to multi-task and deliver under pressure;
- Strong sense of initiative and responsibility;
- Familiarity/experience with the preparation of proposals and reports to donors;
- Submit to a criminal and civil background check;
- English – fluent; French – working knowledge;
- Proficient in Word 7 (or equivalent), Excel and PPT;
- Eligible candidates must have the legal right to work in Canada.

Highly desirable

- Bilingual – English/French;
- Spanish – working knowledge;

- Post-graduate studies in governance-related field such as law, political or social science, public policy, social development, etc.;
- Similar previous experience as an Executive Director, or at least 5 years of working in a senior role;
- Knowledge in governance, corruption-related issues/research;
- Experience in working with multilateral/bilateral/international organizations;
- Financial/book-keeping skills;
- Previous experience on anti-corruption-related work;
- Experience in preparing position/policy papers and research related to governance or anti-corruption;
- Proven track record in fundraising/grant writing especially with universities, foundations, corporations and other multilateral funding agencies. Has strong donors' network locally and abroad;
- Experience with communications (drafting press releases, using social media, updating websites).

Application and tentative selection process

Deadline of application: **February 16, 2015**. Only short-listed candidates will be contacted. Applications will not be returned. Application includes a letter of motivation stating why you are suitable for the job, an updated CV and two letters of recommendations by email to the contact below.

Interviews and writing test will take place **TBD**.

Contact person

Sandra Scatozza
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