



MakeWay

**ABOVE
GROUND**

CALL FOR APPLICANTS: RECRUITMENT EXTENDED

Position: Director of Above Ground

Location: Home office, based in the Montreal/Ottawa/Toronto corridor

Term and hours: Permanent, 37.5 hours per week

Timeline: Apply now! Applications to be reviewed on a rolling basis, as we receive them. Interviews will be scheduled on a similar basis.

Above Ground, a project on MakeWay's shared platform, promotes respect for human rights and the environment by multinational companies and their public sector partners. We shed light on how Canadian business activity abroad contributes to human rights crises, from threats to Indigenous peoples to the global climate emergency. We advance solutions to hold Canadian companies to account for their impacts abroad, and to secure access to justice for the victims of abuse. Above Ground produces research and analysis, facilitates collaboration and exchange, and advocates for policy and law reform. Our team, which consists of 2.75 full time equivalent staff positions, operates in a decentralized office.

MakeWay is a national charity and public foundation with a goal to enable nature and communities to thrive together. MakeWay does this by building partnerships, providing solutions, grants and services for the charitable sector across the country.

Above Ground seeks a committed, highly motivated advocate with proven fundraising and management skills to lead our organization.

Core Responsibilities

- *Strategy and planning:* development, oversight and evaluation of organizational objectives, strategy and programming.
- *Team building and management:* direct management support to three colleagues in a decentralized office; team coordination; human resources management.
- *Fundraising:* development and execution of fundraising strategy; proposal and report writing; donor relations.

- *Research, analysis and advocacy*: development and oversight of organizational research, analysis and advocacy strategies; engagement with national and international decision-makers.
- *Collaboration*: promotion and facilitation of collaboration with national and international allies.
- *Communications*: oversight of organizational communications strategy; spokesperson.
- *Financial management*: budget development and management; financial administration.
- *General administration*: regulatory compliance (lobbying; charity law); etc.

Qualifications

- Demonstrated passion for human rights and social justice, and a minimum of 5 years' experience working on these issues.
- Graduate degree or equivalent experience in a relevant field. Legal education is desirable.
- Proven fundraising skills with philanthropic foundations.
- Strategic thinking.
- Demonstrated experience exercising thought leadership.
- Excellent verbal and written English-language communications skills, including public speaking capacity. Ability to communicate clearly and persuasively with diverse audiences.
- Demonstrated advocacy skills. Experience advocating for federal policy and law reform is desirable.
- Strong analytical, research and problem-solving skills.
- Substantive knowledge regarding the environmental and human rights impacts associated with Canadian multinational corporations, the policy and legal context in which these companies operate and proposed accountability reforms.
- Demonstrated management skills. Experience managing a small team is highly desirable.

- Strong collaboration skills. Experience working in coalition is desirable.
- Fluency in additional languages, particularly French and Spanish, is desirable.
- Personable; sense of humour.

Location

Candidates based in the Montreal / Ottawa / Toronto corridor are encouraged to apply. Candidates located outside of Ottawa must be available to travel to the capital for periodic staff meetings, to engage with decision-makers and for other periodic work obligations, once it is safe to do so.

Compensation and benefits

The director position is full-time and the successful candidate will be an employee of MakeWay. The annual salary range is \$65,000 - \$70,000, depending on skills and experience. The director receives an additional, one-time payment at the end of the year in lieu of a retirement plan. This payment is worth 12% of the director's salary less the cost of their extended health package. Above Ground employees receive a generous monthly stipend for home office expenses and receive four weeks annual vacation.

How to apply

Please submit your resume and a one-page cover letter that speaks to how your qualifications fit the role to info@aboveground.ngo with the subject line: Surname, First Name, Above Ground Director. We will review applications as we receive them and will schedule interviews with qualified candidates on a rolling basis.

For more information about Above Ground and MakeWay, please visit:

www.aboveground.ngo
www.makeway.org

MakeWay is strongly committed to creating a diverse workplace environment and
 we welcome and encourage applications from the communities we serve.
 We are proud to be an equal opportunity employer.

MakeWay will provide accommodation during all steps of the hiring process, upon request, to
 applicants with disabilities. Please advise us if you need any accommodation.

Our appreciation to all those who express interest in the position.
 Only those applicants invited for an interview will be contacted.