



Following Jesus where the need is greatest

Director, International Programs

At Tearfund Canada, we are Christians passionate about ending poverty. We're following Jesus where the need is greatest, working through networks of local churches across the Global South to unlock people's potential and help them to discover that the answer to poverty is within themselves. When disasters strike, we respond quickly. We won't stop until poverty stops. Join the Tearfund team and be part of a powerful and effective force for good.

JOB TITLE: Director, International Programs
REPORTING TO: Executive Director & CEO
LOCATION: Canada, preference Markham, Ontario
APPLICATION CLOSING: January 15, 2021

GENERAL DESCRIPTION: The Tearfund Canada team is part of the worldwide family of Tearfund organizations. Tearfund Canada implements between \$5 and \$7 million of excellent relief and development projects every year in 11 countries in Africa and Asia with long-term Church based partners.

We raise funds from individuals and churches, as well as from Global Affairs Canada and through our membership in the Canadian Foodgrains Bank. Tearfund Canada serves as the official relief and development partner of six denominations and many independent churches.

Inspired by the example and teaching of Jesus, we recognize that people have deeply interconnected material and spiritual needs. We seek to meet those needs by working through local Christian networks across Africa and Asia - primarily through the churches and faith-based organizations who are at the heart of their communities.

The innovative and energetic Director of International Programs leads, develops, and manages a staff team that designs, implements, and monitors the relief and development activities of Tearfund Canada. These will be accomplished in an interdependent fashion with other members of the organization to fulfill the shared Vision, Mission and Values of the organization's stakeholders.

SPECIFIC RESPONSIBILITIES:

1. Participate in Tearfund Canada's strategic planning and proactively provide planning ideas for possible improvement of international programming on an on-going basis.
2. Plan, budget and implement specific programs of humanitarian aid, development and Church-based community transformational activities in the Global South. This includes both emergency and chronic disaster responses, and longer-term community development.
 - a. Identify quality partners in alignment with Tearfund's vision and mission, project opportunities, and needs for capacity-building initiatives.
 - b. Respond alongside partner agencies to opportunities for technical funding (primarily Global Affairs Canada and Canadian Food Grains Bank).
 - c. Identify funding opportunities suitable for private donors
 - d. Design and plan programs in partnership with overseas agencies
 - e. Develop and submit proposals
 - f. Develop program implementation plans, determine outcomes, outline costs, and establish budgets.
 - g. Oversee the program review and approval process.
 - h. Assess program performance and monitor the implementation of programs.

- i. Design, and implement impact assessment studies of our programs to enhance learnings, assist our partners in program enhancement, and provide impact information for donors
 - j. Ensure programs and partnership relationships are in conformity with Global Affairs Canada (GAC) and Canadian Foodgrains Bank (CFGFB) requirements, our supporting churches' desires, and Tearfund Canada's strategic plans.
 - k. Initiate and monitor fund transfers. Have strong financial accountability mechanisms in place to assure appropriate optimum use of funds.
 - l. Maintain an effective management information system that readily provides benchmarks for program performance.
3. Ensure strong and meaningful relationships with GAC and CFGFB that complement and enhance the work of Tearfund Canada.
- a. Develop excellent program proposals that are submitted within required time frames.
 - b. Submit financial and program narrative reports in required time frames.
 - c. Maintain regular relations with GAC and CFGFB personnel, participating in related meetings, and in other relevant government-initiated meetings/coalitions/seminars.
4. Participate in Tearfund Family, Integral, Canadian Foodgrains Bank and other alliances that enhance Tearfund Canada's program work.
- a. Regularly participate and represent Tearfund Canada for alliance development, program enhancement and disaster response
 - b. Meet Canadian and other coalitions for collaborative program enhancement, funding, cooperation and coordination.
 - c. Provide coordination with Canadian church denominations as needed and opportunity arises.
5. Collaborate and monitor partnership activity for desired program outcomes.
- a. Ensure regular visits (in-person and virtual) with all partners and ongoing projects for purposes of:
 - i. monitoring and evaluating (M&E) projects
 - ii. identifying new project possibilities
 - iii. reviewing partner capacity
 - iv. identifying possibilities for strengthening
 - v. collection of pictures and stories for marketing purposes
 - b. Arrange for and provide advisory and technical assistance support to partners and follow-up on significant issues.
 - c. Ensure collection, regular review, and feedback for all partner reporting.
 - d. Identify and develop various tools for facilitating Tearfund Canada's international program
 - e. Ensure compliance of programming with Core Humanitarian Standards, Tearfund Quality Standards, Sphere Handbook, and Red Cross Code of Conduct.
6. Support the Marketing and Fundraising activities of the organization.
- a. Provide timely and understandable reporting material and stories to marketing and fundraising departments so that the organization has information needed to explain needs for programs, their scope and potential impact in a clear and understandable manner to our constituency.
 - b. Work with representative Board members and CEO to ascertain opportunities for denominational and church partnerships, and key investor program implementation.
7. Be part of the Tearfund Canada team and participate in management activities at Tearfund Canada.
- a. Participate in various 'in house' meetings, projects review, and strategic planning activities.
 - b. Contribute to Tearfund Canada's forecasting and budgeting processes.
 - c. Report to staff and board about international program activities of Tearfund Canada.
 - d. Monitor GAC and CFGFB policy/procedural changes and provide guidance for strategic planning.

QUALIFICATIONS SOUGHT:

The applicant should be a servant-leader:

- Fully aligned with the Mission, Vision, and Core Values of Tearfund Canada.
- Have a strong commitment to holistic Christian ministry with the poor.
- Have a management or related university degree *and* related substantive overseas experience.
- Have a demonstrated ability to manage NGO programming, facilitate training and technical assistance.
- Have proven management, interpersonal, team building, planning, assessment and reporting skills.
- Demonstrated experience in developing proposals and reports for technical investors
- Be proficient at information management and editing.
- Be proficient at financial review, analysis, and be computer literate.
- Be proficient in English.
- Be willing to conduct a minimum of 3 trips a year overseas of 2 weeks each, for the purposes of meeting with Tearfund Family and Integral Alliance, and for periodic visits with overseas implementing partners.

Tearfund Canada takes our Safeguarding responsibilities seriously and we provide an environment that is safe for all beneficiaries. We have strong recruitment procedures to make sure the safest and most suitable people work in our programs. We provide our staff and volunteers with ongoing supervision, support and training in their work with all beneficiaries.

Application Instructions

Please email a cover letter and resume to hr@tearfund.ca. Address your application to Human Resources. Your cover letter should include a description of:

1. Your approach to successfully helping Tearfund Canada fulfill its vision.
2. How you would integrate your faith with humanitarian aid and development in this role.
3. Your salary expectations.

Tearfund Canada welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Apply by email only to

Human Resources
Tearfund Canada
Suite 310, 600 Alden Road
Markham, ON L3R 0E7
E-mail: hr@tearfund.ca

Deadline for application is January 15, 2021.

We thank all applicants for applying, however we will only contact those selected for interviews. *No phone calls please.*

<https://tearfund.ca>