

**Employment Opportunity
External Posting**

**Program Director – Women's Voice and Leadership Caribbean
The MATCH International Women's Fund**

Position Title: Program Director – Women's Voice and Leadership WVL-Caribbean, (based in the Caribbean)

Reports to: VP, Global Programs

Language: English

Location: Caribbean, preferably Eastern Caribbean

Deadline for Applications: December 3 2018

BACKGROUND

The MATCH Fund is Canada's first and only international women's fund. We support grassroots women's rights organizations to dismantle barriers, challenge perceptions and, ultimately, transform society. It is an exciting time to join the organization and play a significant role in our growth and development.

The MATCH Fund is looking for a women's rights expert and leader for an exciting Program Director position in the Caribbean. The Program Director will lead the strategy development and execution of the Women's Voice and Leadership (WVL) program in the region. This is a Global Affairs Canada funded five-year initiative focused on supporting the organizational development, programs, advocacy and policy agendas of women's rights organizations in the Caribbean. The MATCH Fund is partnering with the Astraea Lesbian Foundation for Justice in this initiative. We are looking for a strategic individual from the Caribbean, with strong grounding in feminist issues and agendas in the region and a proven track record in working alongside local groups from an intersectional and cross-movement approach.

NATURE AND SCOPE

In the Program Director position, you will lead the high-quality implementation of WVL in the Caribbean working alongside women's rights organizations and building on the priorities and agendas of these movements. Reporting to the Vice-President of Global Programs, this position will shape the different project components (grant-making, capacity and leadership development, policy and advocacy, movement building) through a feminist and intersectional lens. You will be the primary liaison with key stakeholders, project partners, consultants and local Government authorities in the Caribbean, as well as represent The MATCH Fund with Global Affairs Canada as required. As the Program Director, you will set up your own work space in the region (e.g work from home, rent a co-working space) and work remotely in close collaboration with other program team members. You will be supported by an Ottawa-based Program Officer and, will work closely and collaboratively with the grant-making team and the Monitoring Evaluation and Learning (MEL) Specialist.

KEY RESPONSIBILITIES

The Program Director is accountable for the planning, results and reporting on this initiative in the Caribbean, working closely with local women's organizations, Caribbean women's rights activists, trainers and consultants, academic institutions and other stakeholders as required. The Program Director will:

- Lead the program inception process including regional landscape research, design of regional convening and collection of key inputs to prepare the Project Implementation Plan and successive Annual Work Plans for the project;
- Implement grant-making, capacity building and networking and alliance building activities co-created with local women's rights organizations in the Caribbean with support from The MATCH Fund team in Ottawa and in coordination with the Astraea team;
- Work with the Manager of Global Programs in executing the grant-making to local women's organizations (outreach, call for proposals, selection process and management of the grant-cycle) and contribute to the development of tools and processes as required;
- Act as the main liaison for grantee partners in the Caribbean portfolio, managing relationships, accompaniment and maintaining ongoing communication;
- Provide management and supervision to the WVL Program Officer based in Ottawa;
- Supported by the WVL Program Officer, work closely with the MEL Specialist in Ottawa as well as Astraea program colleagues to collect quality data and evidence and to provide quality input into reports to meet Global Affairs Canada reporting requirements;
- Work collaboratively with other program team members, communications and fundraising to maximize opportunities to promote, advocate and secure sustainable support for grantee partners in the Caribbean;
- Represent The MATCH Fund at meetings and convenings and in particular with Caribbean and Canadian Government officials;
- As a member of the Global Program team, participate in program team meetings and other relevant strategic initiatives and engagements where alignment, intersection and collaboration is required such as with the policy and advocacy, and Strategy and Innovation.

Qualifications and competencies:

- Master's degree in women's studies, human rights, international development, or related field;
- Demonstrated commitment to the work and values of The MATCH Fund;
- At least 5 years' experience in a comparable position leading strategy and implementation of a similar multi-stakeholder project, preferably funded by the Government of Canada;
- Work based in the Caribbean (ideally Eastern Caribbean) and superior understanding of feminist issues, opportunities and challenges for women's organizations and movements in the region;
- Strong relationships with women's rights organizations in the Caribbean and commitment to building cross-movement collaboration (prior experience in collaboration with young activists and LBT groups a definite asset);
- Prior experience in planning and delivering on complex processes and activities enabling participatory approaches; ability to think innovatively about ways to co-create with local organizations;
- Experience in grant-making to local or community-based organizations is a definite asset;
- Excellent administration and organizational skills, including ability to prioritize and handle multiple initiatives simultaneously working under tight deadlines;
- Strong interpersonal and facilitation skills – Ability to work within a diverse team and with diverse audiences (activists, stakeholders, donors and communities) and experience in bringing together diverse groups to work on shared goals
- Knowledge of Results Based Management approach is an asset;
- Excellent analytical and problem-solving skills and ability to develop creative solutions;

- Fluency in English with superior oral and written communication skills is a must;
- Proficiency in Microsoft Office, familiarity with databases and information management systems;
- Demonstrated professionalism, integrity, diplomacy and tact;
- Ability to undertake local travel within the Caribbean region. It is anticipated that the travel will be more at the first year (up to 30%) and less in following years (up to 20%), and international travel to Canada (average of twice a year);
- Experience managing bilateral or government funded projects, particularly Government of Canada funded projects is an asset.

How to Apply:

Please submit your CV and cover letter quoting WVL-Program Director to recruitment@matchinternational.org no later than December 3rd, 2018.

Only short-listed candidates will be contacted. We welcome and encourage applications from people of all abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.