



Title: Director, Programs, Partnerships and Learning
Salary Range: \$95,000 - \$115,000 (plus \$2,600 in lieu of benefits)
Work Hours: Full Time (5 days a week, 37.5 hours)
Start: January / February 2025
Location: Virtual
Supervisor: Executive Director
Contract type: 3-year renewable

Background:

Dignity Network Canada is seeking a highly creative, independent and motivated Director of Programs, Partnerships and Learning. Dignity Network Canada is a partner with Equitas in the Act Together for Inclusion Fund and this position is responsible for supporting the development of Dignity Network Canada's learning, knowledge generation and membership services as part of this project. This is a unique and exciting opportunity to work with a broad range of organizations and human rights activists from across Canada and around the world. There is a significant opportunity for growth, creativity and development in this position.

Dignity Network Canada:

Dignity Network Canada (DNC) is a national coalition of over 60 member organizations involved in or interested in the human rights of people around the world, regardless of sexual orientation, gender identity and expression, and sex characteristics (SOGIESC). DNC provides opportunities for Canadian civil society organizations and their global partners to connect, share and advocate together on SOGIESC-related human rights issues. Dignity Network Canada is a national non-profit organization governed by a Board of Directors, with advice from a global advisory board, and staffed by a virtual staff team of three people currently. The Board has approved a new 2025-2030 Strategic Plan to guide our work into the future and grow the organization.

ACTIF:

The *Act Together for Inclusion Fund* (ACTIF) is a fund established in 2021 and designed to enhance the respect, protection and fulfillment of human rights for lesbian, gay, bisexual, trans, queer, two-spirited and intersex (LGBTQ2I) persons and enhance their socio-economic outcomes in countries eligible for overseas development assistance. ACTIF supports projects designed by Canadian intermediaries – civil society organizations (CSOs) with a proven track record of working on LGBTQ2I issues and established connections to local LGBTQ2I CSOs and movements in ODA eligible countries. ACTIF is managed by DNC member, Equitas International Centre for Human Rights Education, in collaboration with Dignity Network Canada itself. ACTIF is funded by the Government of Canada through Global Affairs Canada.

Job Description:

Reporting to the Executive Director, this new senior leadership position will have a key foundational function within the organization: the expansion of our programming, partnership development and learning agenda. The role will work with our members including organizations funded by Global Affairs Canada to implement international SOGIESC work. This position is also responsible for leading and developing programs and services to our members. The position engages member organisations (prospective, new and existing) as well as ensures the success of initiatives that bring our members together to learn and grow, with a strong focus on networking, capacity building and learning opportunities.

As an organizational subject matter expert on human rights, international cooperation work and SOGIESC issues, this position will work with a team both at DNC and across our membership to influence the policy and program direction of the Government of Canada in relation to SOGIESC issues and help further position DNC as a key partner and hub for learning, networking and advocacy. Most importantly, the position is also responsible for helping cultivate and grow the organization's portfolio of partnerships and programs into the future as we implement our 2025-2030 strategic plan.

As a central part of this role, particular support will be also provided to our members who are part of the ACTIF initiative as well as other Canadian CSOs doing international SOGIESC work through a Community of Practice and other learning and knowledge production activities. Working closely with both the team at Equitas and DNC, the position provides leadership around new initiatives, resources and tools that advance Canada's support of global SOGIESC issues and human rights.

JOB DUTIES AND RESPONSIBILITIES

1) Program Development and Partnerships (30%)

- This position leads on the development of Dignity Network Canada's programs and partnerships. The position will work with existing partnerships such as ACTIF and help to develop and fundraise for new initiatives in collaboration with interested members and other possible partners.
- Responsible and accountable for the smooth running of all key organizational partnerships, including ACTIF.
- The position will help develop new relationships across multiple sectors in order to advance DNC's new Strategic Plan. This could include partnerships with civil society organizations, institutions, funders and government partners at the national and international level. This could include the development of funding proposals to both government and foundation partners.
- Oversee reporting to the organization's funders and partners, including development and submission of reports and follow-up data when required.
- Working with the DNC's bookkeeper and financial advisor to ensure financial reports are completed in relations to major partnerships and programs.

2) Knowledge Management and Learning Development (30%)

- Overall leadership on DNC's knowledge production and learning activities.
- Facilitate an effective theory of change including the incorporation of learning, capacity sharing and supports offered to programs and partnerships.
- Build team capacity in ways that can enable learning and collaboration and program, including work with DNC members involved in international SOGIESC work.
- Oversee and drive all evaluation, monitoring and assessment of possible partnerships and programs.
- Responsible for developing and writing pieces related to knowledge generation, good practice development and learning around international SOGIESC work.
- This position will support the development and administration of Dignity Network Canada's Community of Practice for international solidarity work, one of the key deliverables for our Act Together for Inclusion Fund (ACTIF) partnership. Some specific tasks include:
 - Ongoing administrative and coordination support to DNC's Community of Practice, which currently includes 17 organizations.
 - In partnership with the Community of Practice Co-Chairs, develop an annual learning and capacity building plan.
 - Coordination of workshops, learning sessions, and speakers for Community of Practice events.
 - Lead the development of Knowledge Products, such as digital documents, brochures, policy briefs, and videos related to sharing information and learning from this work.
- Provide guidance and support to others in the organization in the use of participatory monitoring, evaluation, reporting and learning tools.
- Promote monitoring, evaluation, reporting and learning with partners and across the organization and network, where appropriate.

3) Member Engagement and Networking (20%)

- This position leads overall member experience and satisfaction for Dignity Network Canada. The position develops and implements overall strategy and activities in the pursuit of improving membership engagement.
- Liaise with members, partners, and relevant national and international stakeholders on a range of issues of shared interest and work.
- Facilitate support for member initiatives, such as providing guidance and collaborative support for member-led public engagement and learning endeavors.
- Lead DNC's Membership Committee on membership application review and policy development.
- Ensure DNC's principles, values, and crosscutting themes are integrated into all member services and outreach activities.

- Encourage networking, explore collaborative opportunities and attend member's meetings and events when possible.

4) Advocacy, Government Relations and Communications (10%)

- Working in close collaboration with the organization's Executive Director and Advocacy and Policy Officer, the position will support and enhance the development of Dignity Network Canada's ongoing advocacy and government relations initiatives.
- Engaging with DNC's Communications and Public Engagement Officer in relation to the production and dissemination of communications materials and knowledge products.
- Coordination and support to Dignity Network Canada's roundtable meetings and other government-facing events, which bring together our members, international partners and government stakeholders.

5) General Responsibilities and Operations (10%)

- Actively participate in any team meetings, and provide input towards the goals of DNC and ACTIF.
- Support the recruitment of and supervising of any interns, volunteers, consultants and staff, as needed.
- Working with the Executive Director to improve human resource systems in the organization..
- Working with the Executive Director to ensure proper budgeting processes, forecasting and support to the year-end audit process.
- Support the DNC Executive Director, Board of Directors, Committees and Working Groups in the ongoing implementation of the DNC strategic directions, as needed.

Knowledge, Skills and Ability Requirements and Assets

- At least five years experience in the not-for-profit and community-based sector, especially complex multi-organizational coalitions and networks. International experience related to SOGIESC is a significant asset.
- Experience in leading program development, partnership negotiation and managing complex projects.
- Ability to manage budgets, including budget monitoring and working with financial tracking systems. Experience with working with Global Affairs Canada is an asset.
- Excellent organizational skills and experience with program planning, implementation, monitoring and evaluation.
- Demonstrated ability to work effectively with volunteers and volunteer committees and with a variety of perspectives and approaches.
- Experience with the development and creation of emerging non-profit organizations is a definite asset.
- Flexibility in scheduling and ability to work remotely.
- Knowledge of SOGIESC-related issues and human rights in an international context.
- Experience in fundraising, grant-writing and donor stewardship is a strong asset.

- Exceptional relationship management skills and the ability to bring diverse perspectives towards a consensus.
- Reputation for thought leadership, effective leadership, initiative-taking and collaboration in multidisciplinary, multicultural settings, and across organizations.
- Demonstrated experience with writing and research skills.
- Demonstrated commitment to SOGIESC issues, anti-oppression and anti-racist principles and practices.
- Willingness and flexibility to travel internationally from time to time.
- Bilingualism in English and French is an asset (ability to communicate professionally in meetings and written exchanges in both languages). Other languages such as Spanish are an asset.

Given the nature of our work, we encourage applications from those with lived experiences within 2S/LGBTIQ+ communities, including Black, Indigenous, and people of colour, bisexual, queer, and lesbian women, Two-Spirit, trans, non-binary, intersex people, and applicants living with a disability. Applicants may wish to self-identify in their applications. We strive to provide a barrier-free experience to applicants with accessibility needs. Please request accommodation at any stage during the recruitment process so we may do our best to support your needs. All applicants must be able to work in Canada.

HOW TO APPLY

Please submit a CV and cover letter to our online portal [here](#):

<https://forms.gle/y6dos5M4fE4H3Qcw7> no later than **Monday, January 6th at 4:00 PM**

Eastern. All those selected for an interview will be contacted. The first round of interviews should take place between January 13 and 17 and the position should be filled by February.

Further questions about this position can be directed to info@dignitynetwork.ca