



A Career Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

Chief Program Officer

(Permanent; Full-time; based in Toronto)

The Chief Program Officer (CPO) leads UNICEF Canada's programs that support children's rights domestically and internationally, and how that work is communicated to Canadians. The CPO has responsibility for three teams, International Programs and Policy; Domestic Advocacy; and Communications and Brand, and ensures these teams collaborate closely with other departments to ensure proper representation of UNICEF policies and programs in the organization's outreach and is closely involved in the stewardship of large donors. The CPO represents the best interests of children to influence the policy and programme direction of government and private sector, both in strategic partnership with other agencies and alone and leads UNICEF Canada's flagship domestic initiative, One Youth.

As key member of a four person Executive Team (the other members are the President & CEO, the Chief Development Officer and the Chief Operating Officer), the CPO plays an important role in long-term strategic development, organizational development and board relations.

The responsibilities of the position will include:

Strategic Leadership & Operational Planning (20%)

- Maintain a 3-5 year line of sight for the organization.
- Oversee the development, leadership and, through the team, the execution of the multi-year (JSP) and manage the annual planning process (AOP) for the team and ensure integration across the organization.
- Work on the senior executive team to provide organizational leadership and decision making, provide advice to the CEO and board members on international programs and public affairs issues.



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- Help build UNICEF Canada's profile and reputation within the UNICEF family by playing an active role in international fora.
- Measure success of departmental strategies and refine as necessary in coordination with stakeholders to ensure their ongoing effectiveness in support of organizational objectives.

One Youth (20%)

- Provide strategic direction and leadership for a cross functional group of internal and external partners aimed at making Canada #1 on the UNICEF Index of child well-being by 2030.
- Manage external partner who leads the One Youth design studio.
- Represent One Youth in public speaking engagements and through the media. Manage the budgeting process and support fundraising for the initiative.

Brand and Marketing Leadership (20%)

- Be the internal champion for brand clarity, integration and institutionalization, working to maintain strict brand discipline, not just on usage, but on living brand vision and values.
- Work closely with the Director of Communication and Brand to continue to evolve and execute the brand strategy in support of UNICEF Canada's advocacy and fundraising goals.
- Provide oversight of organizational communications and marketing activities to engage external stakeholders in the engagement with the brand.
- Serve as the strategic lead for the organization's digital strategy

International Programs (15%)

- Work collaboratively with Chief Development Officer to develop and champion fundraising campaigns with strong and inspiring program content.
- Collaborate with development staff in developing proposal concepts and cultivating, soliciting and stewarding donor relationships primarily in the \$500k+ range.
- Provide leadership and strategic direction for fundraising efforts with the Government of Canada and identify areas for partnerships with other donors.

Public Affairs (15%)

- Represent UNICEF's work to Canadians, to the NGO and GO communities through various mechanisms, including through media interviews and government consultations, in Canada and abroad with the intent to influence policy and program direction and increase support for UNICEF.
- Lead issue management and crisis communication efforts.
- Lead education of the board on UNICEF programming activities and impacts.
- Develop, lead and participate in partnerships with like-minded/strategically placed organizations and individuals to advance the international policy agenda.



- Monitor policy direction of the Government of Canada on international development and foreign affairs issues related to children.
- Develop strategy and work in partnership with UNICEF HQ to advance UNICEF's mandate with the Government of Canada.
- Develop strategic relationships with senior Government staff and politicians to advance UNICEF's mandate.
- Develop strategic relationships with UNICEF Country Offices and HQ to support fundraising and policy objectives and maintain regular communications.

Team Coaching and Operational Management (10%)

- Lead motivated individuals to achieve common team goals.
- Ensure integrity with the mission and values in all activities.
- Encourage individuals to develop strengths and support opportunities to foster professional growth.
- Conduct team annual setting planning and performance review as established by organizational processes; support employee engagement processes as required.
- Make strategic decisions pertaining to staffing and succession planning.
- Ensuring execution of plan and holding staff accountable for program delivery.
- Stewardship of resources to ensure every dollar is spent well.

The ideal candidate will have:

- A minimum of 12+ years of domestic child well-being, international development and/or government relations experience with at least 5 years in a senior management capacity.
- A university degree in a related field (Master's degree preferred).
- Experience in communications, marketing and brand management.
- Excellent communications skills (written & oral) for a variety of audiences.
- Excellent relationship management skills.
- Excellent time management and organizational skills.
- The ability to navigate through contentious issues and adept at identifying and implementing risk management and crisis communications strategies.
- Strong knowledge of Canadian political system.
- Strong knowledge of all areas of UNICEF's work and children's rights.
- The commitment to professional and personal growth for self and team members.
- Strategic thinking and demonstrates critical thinking and creative problem solving.
- Sound judgement and/or political acuity.
- Compassion about the UNICEF mandate/enthusiastic UNICEF advocate.
- PC proficiency (MS Office).
- Fluency in French (highly desirable).

This position will involve frequent national and international travel.



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For consideration, please submit your resume and cover letter to careers@unicef.ca by **January 15, 2018**. Please attach your cover letter (including salary expectations) and resume as one document and reference “**Chief Program Officer**” clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Protection Policy, the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.



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