

Deputy Director, Journalists for Human Rights

Positions: (1) one

Location: JHR head office is located in Toronto, Ontario.

Application Deadline: Sunday, November 17th, 2019 at 11:59 p.m. EST

About you: You are a seasoned leader who is passionate about three things: the need to promote and defend human rights around the world; the power of journalism to tell stories and reach audiences to make institutions live by their commitments to human rights; and the chance to work with a dedicated team to grow Canada's leading home-grown human rights and media development organization, from scale-up to stay-up.

You will be working closely with JHR's Executive Director to help refine the strategy and build out the organization's scope and capacity as it goes into a period of rapid growth, both at home and abroad. You excel at turning vision into reality: this includes communications and brand-building, issues management, launching coordinating complex programs, strengthening strategic project partnerships and managing highly complex human resources challenges. You are comfortable, where necessary, as the public face of the organization, presenting the vision to key stakeholders, governments, foundations and other groups. You are an enthusiastic, seasoned traveler, unfazed by destinations that vary from Washington DC to Thunder Bay, Ontario, to Juba, South Sudan. You are creative and broad in your thinking, command respect among your peers, hold yourself to the highest standards of professionalism, embrace humility as key to effective listening and learning, and – crucially for this team - bring both a strong sense of fun and caring to what you do. You can balance budgets and oversee grant- and report-writing. You are familiar with the political landscapes that relate to Indigenous communities in Canada, and may have experience working in and/or with Indigenous communities and groups in Canada. You are enthusiastic, proactive and passionate about your work, ready to grow needed skills and contribute to the JHR team. Ideally you are functionally bilingual in English and French (**we offer French training**); Arabic is an asset.

Description of Position: The Deputy Director will oversee the Finance, Programming, Operations and Human Resources functions of JHR. This position works in consultation with and directly reports to JHR's Executive Director.

JHR seeks to ensure that everyone in the world is aware of their human rights. We do this by training journalists to cover human rights issues ethically and objectively. The Deputy Director will inform and refine the strategic vision of the organization's overall direction, manage issues and human resources, while collaboratively contributing to the leadership of all existing program activities, program development and expansion and reporting. Principal responsibilities include:

- **Communicating** organization goals and operational plans to all levels of the organization and to donors.
- **Assisting** the Executive Director with **strategic planning and coordination of the organization's programs, projects, and policy positions.**
- **Managing** the organization in the absence of the Executive Director.

- **Working to secure financial support** for the NGO, write grants, run pay-for-service programs, and organize fundraisers.

Concretely, this role includes:

- Overseeing and supporting the activities of two Senior Programs Managers, Finance and Operations (which encompasses brand-building and fund development).
- Serve as the Chief Human Resources Officer for JHR
- Contributing to strategies for program expansion and growth.
- Working to maintain relationships with relevant funders, media partners, post-secondary institutions and other relevant groups.
- Consulting with stakeholders and updating program advisory committees on program activities and development for JHR's flagship Canada World: Voice for Women and Girls program.
- Working closely with staff to produce donor reports and updates.
- Working closely with programs managers and finance department to manage and maintain budgets for multiple funders and funding deadlines.
- Coordinating brand-building, social and communication material development, in consultation with the Executive Director and the communications committee of the Board of Directors.
- Supporting on research, proposal writing and aspects of other JHR programs.
- Executing general communication and fundraising initiatives for the organization.

Qualifications

Please note, JHR is seeking to hire an individual who demonstrates a strong combination of personal and professional skills needed to succeed in this role. The organization will provide training for technical elements listed (i.e. monitoring and evaluation processes, budget management etc.) to support the selected candidate as needed.

- Demonstrated ability to be a motivated self-starter who is passionate about human rights and storytelling, with a particular interest in growing organizations, coordinating complex programs and strengthening project partnerships.
- Post-secondary diploma/degree in non-profit or business administration, project management, human rights, international development or related area(s) of study; or equivalent experience
- 3-5 years' experience working in government / non-profits at a senior/executive level, or equivalent experience. 5-7 years' experience overall in a government or non-profit setting.
- Experience working in fast-paced, diverse and dynamic teams where many team members are working remotely.
- Demonstrated ability to prioritize tasks in a time-sensitive environment, meet deadlines, and ensure high quality targets are delivered with a strong attention to detail.
- Demonstrated experience supporting brand-building strategies and writing communications material.
- Familiar with and comfortable in the culture of a not-for-profit environment.

- Experience in journalism and/or working with the media sector considered an asset.
- Proven commitment to JHR's core values and mission statement.
- Ability and willingness to travel within Canada and overseas.
- G-drivers license is an asset.
- **First Nations, Métis and Inuit applicants are strongly encouraged to apply.**

How to apply

Please send a cover letter (including salary expectations) and resume to deputydirector@jhr.ca by **Sunday, November 17th, 2019 at 11:59 p.m. EST.**

We thank all those who apply. Only shortlisted applicants will be contacted for an interview. Interviews will be conducted on a rolling basis, so applicants are encouraged to submit applicants before the deadline.