



Senior Manager, Public Engagement Ottawa, Canada

Aga Khan Foundation Canada (AKFC) is an international development organization and registered charity. AKFC partners with communities, businesses, and governments to find innovative, lasting solutions to promote inclusive development. Working in Africa and Asia, the Foundation invests in local institutions and systems that anchor progress over the long term. In Canada, AKFC mobilizes funding and expertise, and promotes awareness of global issues. AKFC is an agency of the Aga Khan Development Network, one of the world's most comprehensive development organizations. Since 1980, AKFC has helped millions of women and men to unlock their own potential to build a better life.

The Position

AKFC has a multi-faceted and dynamic Public Affairs and Resource Mobilization team. It is made up of highly motivated professionals, whose responsibilities include: the development and execution of public engagement initiatives; the mobilization of financial resources from Canadian individuals and corporations; the management of corporate communications; collaboration with the AKDN and its agencies; volunteer engagement; and the stewarding of relationships with government partners and other institutions.

AKFC is looking for a Senior Manager, Public Engagement. The candidate will shape and manage a multi-million dollar, multi-year program designed to inspire, inform, and engage Canadians as global citizens while contributing to the efficient operations of a cross-functional team.

The position is based in Ottawa, Ontario and reports to the Director, Public Affairs and Resource Mobilization.

Your Responsibilities

- Guide the vision and strategy for AKFC's public engagement programming, which promotes discussion and learning on critical global issues and helps strengthen Canadian expertise and leadership in international development.
- Lead audience research, needs assessments, and scoping exercises to inform program design that engages and moves audiences, which include educators, youth and young professionals, and globally minded Canadians.
- Lead the development, execution, and coordination of public engagement programming in collaboration with a multidisciplinary team. Programming – both in-person and online – could include events, exhibits, workshops, conferences, seminars, campaigns, and educational resources. Related tasks range from blue-sky thinking to brass tacks implementation. The candidate will generate ideas, conduct program design workshops and consultations, develop strategy and workplans, set and monitor performance targets, manage budgets, ensure donor compliance, accessibility, and inclusion, and apply data-driven analysis and decision-making.
- Lead the grant management of AKFC's public engagement portfolio, including work planning, budgeting, reporting, monitoring and evaluation, ensuring environmental compliance and integration of gender equality, and ensuring more general compliance with donor requirements.
- Oversees the implementation of gender-sensitive baseline, mid-line, and end-line surveys/assessments for the public engagement components of major grants, including acting as the focal point for external firms recruited to conduct these assessments.
- Contributes to the design and development of the public engagement component of new proposals being prepared for institutional donors.

- Research, monitor and assess trends, best practices, and innovative approaches for public engagement with a view to testing and adapting promising tactics.
- Oversee the production and dissemination of presentations, briefs, reports, and other content to share AKFC's experience in public engagement and to demonstrate thought-leadership in the area.
- Ensure public engagement programming uses gender sensitive approaches and integrates relevant gender equality information.
- Develop new opportunities and partnerships with like-minded organizations for public engagement and learning initiatives.
- Foster and maintain excellent relationships with a broad range of internal and external stakeholders, including AKFC Programs and Finance departments, AKFC volunteers, institutional donors and partners, AKF Global Communications staff, AKDN officials, and field partners.
- Award and oversee contracts with consultants and manage related project plans, timelines, and budgets.
- Supervise a small team of public engagement staff, while leveraging their capacities to contribute to the objectives of the broader Public Affairs and Resource Mobilization team.
- Serve as a member of the Public Affairs and Resource Mobilization senior management group, playing a lead role in integrating operations and processes across the team.

Your Qualifications

- A minimum of seven years of experience in project management, stakeholder and public engagement, communications, and/or international development
- Post-secondary degree in a relevant discipline such as international development, public affairs, communication, adult education or an equivalent combination of education and experience
- Proven ability to develop multiple pathways for engaging diverse groups of people in a cause
- Experience leading teams and demonstrating results
- Excellent project and grant management skills, including developing project plans, reports, budgets
- Knowledge and experience using gender sensitive approaches and integrating gender equality content in public engagement interventions and communications
- Ability to work independently, take initiative, set priorities, and manage a variety of activities simultaneously
- Superior oral and written communication skills in English. Proficiency in French is highly desirable
- Good understanding of digital engagement, including social media outreach
- Demonstrated research and analytical skills
- Volunteer management an asset
- Knowledge of, and commitment to, international development
- Ability to travel in Canada and potentially internationally
- A learning mindset and creative flourish!

Application Process

Qualified applicants should submit a cover letter, resume and a writing sample which demonstrates the ability to present complex information in an accessible format via email to hr@akfc.ca, indicating *Senior Manager, Public Engagement* in the subject line. Applications will be reviewed on an ongoing basis. Short-listed candidates will be invited for an interview and asked to complete a writing assignment.

The application deadline is June 19, 2020.

Only shortlisted candidates will be contacted. Applications will be reviewed on an ongoing basis. Please note that applicants must be eligible to work in Canada.

AKFC is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas. AKFC requires all employees to review and abide by the AKFC Gender Equality Policy.

AKFC recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates, and the organization as a whole are kept safe from harm.

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