



Project Ploughshares Executive Director Job Specifications February 1, 2015

Project Ploughshares, a leading civil society voice in Canada for sustainable peace and disarmament, is seeking a creative and committed candidate to direct the organization through the next phase of its development.

ORGANIZATION:

Project Ploughshares was founded in 1976 as an operating agency of The Canadian Council of Churches. Ploughshares provides analysis and advice on Canada's role in preventing war and advancing human security in zones of violent conflict. The Ploughshares' office is located in the Mennonite Savings and Credit Union Centre for Peace Advancement at Conrad Grebel University College, part of the University of Waterloo.

Our vision is a secure and just world at peace.

Our mission is to articulate policies and strategies based on the best available evidence that will prevent war, build sustainable peace where violence has caused destruction, and control and reduce expenditures on weapons and direct those resources towards sustainable economic and social development. As our name indicates, we want to turn swords into ploughshares.

To achieve these goals Project Ploughshares provides analysis and alternatives to the use of force, conducts research on military issues, engages in dialogue with governments and civil society both in Canada and abroad to create policy options for decision makers and build public support in Canada for understanding and addressing the root and proximate causes of armed violence.

Priorities

In 2014, the Governing Committee of Project Ploughshares developed and approved a strategic plan for the five-year period 2015-2019. The new Executive Director will lead in the implementation of the following strategic goals:

1. Strengthen Project Ploughshares' position as a leading voice in Canada on behalf of its members and the Canadian Council of Churches for sustainable peace and disarmament
2. Bring renewed focus on academic and applied research and expertise on policy options to advance sustainable peace and disarmament
3. Engage and mobilize new and expanded partnerships of individuals and organizations for building and sustaining peace globally
4. Continue building a well governed, inspiring and financially stable and healthy organization-of-choice for staff, volunteers, and funding partners

THE EXECUTIVE DIRECTOR:

Job Summary

As the senior staff person at Project Ploughshares, the Executive Director implements the vision and mandate as approved by the Governing Committee. The Executive Director is the chief executive officer, providing leadership in identifying priorities and objectives, directing staff, and ensuring Ploughshares' financial and organizational viability.

Duties and Responsibilities

The Executive Director implements the policies and procedures adopted by the Governing Committee, and is responsible for the day-to-day management and direction of Project Ploughshares, including:

1. Establishing and coordinating program plans
2. Overseeing the development and implementation of staff work plans
3. Overseeing budget development and monitoring, as well as advancement strategies, with the Director of Finance and Development, in accordance with the vision, priorities, and work plans adopted by the Governing Committee, ensuring financial accountability and sustainability
4. Appointing, evaluating and terminating employment of staff according to established personnel policies
5. Developing and interpreting public policies relevant to the Ploughshares mandate, and ensuring that public statements are consistent with the Ploughshares mandate and objectives
6. Building relationships with and serving as Ploughshares' chief spokesperson to government, media, civil society, and Ploughshares' church sponsors and other constituencies
7. Ensuring the Chair and the Governing Committee have all the necessary information for the responsible governance of Project Ploughshares
8. Giving guidance and advice to The Canadian Council of Churches (CCC) on issues within the Ploughshares' mandate and assist in preparing ecumenical statements and briefs
9. Giving guidance and advice to the sponsoring churches and agencies of Ploughshares on the issues within the Ploughshares mandate and on initiatives to advance those issues

STAFF: 7 full time equivalent, including the Executive Director, a Director of Finance and Development, Program Officers and Administrative Assistants. Interns also are engaged to assist with program work.

CANDIDATE PROFILE:

Experience

- 5-7 years of experience at the Executive Director or senior management level, preferably in the not-for-profit sector
- demonstrated skills in project development, funding and management
- demonstrated skills in research, writing and policy development
- theoretical and/or practical understanding of complex peace and security issues
- superior analytical, presentation and communication skills
- commitment to a collaborative learning approach to public policy issues and the development of constructive responses
- understanding of the Canadian political context and proven ability to cultivate relationships with relevant parliamentarians and civil servants
- familiarity with fund raising strategies, including foundation and government funders, and major donor programs

Leadership/Management Skills

- strong leadership and motivational skills
- demonstrated management experience in a team setting
- ability to think strategically and deliver results within a broad agenda
- ability to build consensus and manage issues within diverse faith and secular communities

Relationship Building and Communication Skills

- understanding of, and the ability to work within, ecumenical and inter-faith structures
- commitment to the Christian community
- ability to build relationships with a broad range of people and organizations in Canada and internationally
- proficiency in a variety of media, including current and emerging social media, and strong oral and written communication skills
- English language proficiency together with a basic capacity to work in French.

Education

- graduate degree from a recognized university, with consideration given to a PhD degree or its equivalent

Other

- eligibility to work in Canada – Canadian citizenship or landed immigrant status
- availability to travel in Canada and abroad
- willingness to relocate to Waterloo/Kitchener or the immediate vicinity

APPLICATION PROCESS:

To apply please email in confidence by Midnight, March 2, 2015:

1. *Curriculum Vitae*
2. Cover letter describing how you believe you can enhance the mission and work of Project Ploughshares
3. Two samples of your published writing
4. Three named referees: one from a non-government organization or civil society organization; one from the Christian church community; and one personal reference.

TO:

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Receipt of applications will be acknowledged, but only those applicants selected for consideration by the search committee will be contacted.