



for every child

# Chief Programs Officer

December 2024

# About UNICEF & UNICEF Canada

**UNICEF** is the world's farthest-reaching humanitarian organization for children. Across 190 countries and territories, and in the world's toughest places, we work day in and day out to help children survive. To defend their rights. To keep them protected, healthy and educated. To give them a fair chance to fulfill their potential.

Undaunted by war, disaster, disease or distance, UNICEF works day in and day out to reach the world's most disadvantaged children with healthcare and vaccines, nutrition, clean water and sanitation, protection, quality education, emergency relief and more. UNICEF is on the ground before, during and long after humanitarian emergencies, and our global supply chain and local presence means we can rapidly send help, even before it's needed.

**UNICEF Canada's mission is to mobilize and empower Canadians to invest in positive transformation of every child's future.** Founded in 1955, we are one of 32 National Committees located in countries around the world. Our team exists to fundraise for UNICEF's highest priorities, and to work neutrally with governments and the private sector in Canada and internationally to advance the rights and well-being of children and youth. We are committed to racial justice and a more equitable world for every child.

We are guided by the 1989 Convention on the Rights of the Child, advocating for the protection of children's rights, helping to meet their basic needs, and giving them a fair chance to reach their full potential.

To learn more about our work, see our [Strategic Plan](#).







# The Role

**Role:**  
Chief Programs Officer

**Location:**  
Toronto, Ontario, Canada (*Flexible-Hybrid, minimum 3 days per week in the office*)

**Salary:**  
CDN \$160,000 to 180,000 annually, plus benefits

UNICEF Canada is seeking an accomplished executive to join its leadership team as **Chief Programs Officer (CPO)**. This pivotal role serves as a vital link between UNICEF Canada, UNICEF Global, and key domestic and international partners, and works to amplify UNICEF’s mission to protect and promote children’s rights both in Canada and worldwide.

The ideal candidate brings extensive expertise in humanitarian and international development programming as well as a thorough understanding of children’s rights policy and **a proven track record advancing impactful advocacy in Canada**. A strong team leader, they are strengthened by robust networks and relationships, including with the Government of Canada.

The CPO represents UNICEF Canada nationally and globally and leverages their expert communication skills and deep program & policy expertise to tell the organization’s story of action and impact, while working to engage and grow a diverse base of funders and supporters. They also serve as a **bilingual content expert and spokesperson** across media, donor and stakeholder landscapes on issues affecting children domestically and internationally.

The CPO leads the development and execution of government relations strategies and actively works to build and leverage relationships across all orders of government to ensure funding and policy objectives for the advancement of children around the world.

Through oversight of UNICEF Canada’s International and Domestic Program, Policy & Advocacy teams, this leader works to cultivate strategic partnerships with domestic & international agencies and organizations and champions their team in achieving core priorities including advancing key child rights priorities and amplifying youth participation & engagement. The CPO also sets and directs funding priorities to further advance UNICEF Canada’s global and domestic goals.

The CPO is a proven people leader with a track record of results and impact building high-performing teams, nurturing talent, fostering career growth, and modeling core organizational values. They are adept at managing a range of content areas and partners and contribute with agility to organization-wide goals as well as portfolio contributions. This leader demonstrates a commitment to advancing anti-racism, diversity, equity, and inclusion (ARDEI) within their teams and throughout their work as a key value for UNICEF Canada.

# Responsibilities

The Chief Programs Officer will bring their expertise in international development, humanitarian action as well as children's rights to help drive UNICEF Canada's strategic fundraising, advocacy, policy and awareness goals to new levels of impact.

## International & Domestic Programming

- Serve as a primary relationship manager between UNICEF Canada and UNICEF global, as well as UNICEF Canada's primary content expert on relevant UNICEF programs and policies, to effectively communicate our goals and impact across a diverse base of donors, supporters, and funders.
- Represent UNICEF Canada and actively contribute to key organizational initiatives, working closely with UNICEF global colleagues and working groups as required.
- Generate and oversee opportunities to grow UNICEF's influence and expand understanding of child rights policy and programming, deepen UNICEF Canada's engagement with Canadians, including youth and UNICEF supporters.
- Consistently ensure integration of key program and policy work across the organization and work with global UNICEF leaders to align UNICEF Canada's role within the global organization.
- Develop and maintain strategic relationships with UNICEF Country Offices and HQ to support fundraising and policy objectives and maintain regular communications.
- Lead education of the UNICEF Canada board on UNICEF programming activities and impacts.

- Collaborate with fundraising and marketing teams to develop proposals and concepts to cultivate, solicit, and steward donor relationships in the \$1 million+ range.

## Government Relations, Policy, and Advocacy

- Lead development and implementation of a comprehensive government relations strategy – both domestically and internationally – that supports the organization's business and policy objectives and further positions the organization as the leader in child's rights work around the world
- With a goal of influencing policy and program direction, represent UNICEF and communicate the organization's work to Canadians, influencers, and the broader non-governmental and governmental sectors, through various mechanisms including media interviews and government consultations
- Provide advice and guidance in response to issues and crisis communication efforts
- Develop, lead and participate in partnerships with like-minded/strategically placed organizations and individuals to advance the domestic and international policy agenda in support of children's rights.
- Monitor the policy directions of federal and provincial governments on international and domestic issues related to children.
- Develop strategic relationships with senior Government staff and politicians to advance UNICEF's mandate.

## Executive Leadership

- Contribute as a key member of the Executive Leadership team with a shared accountability for forming organizational strategy, decision making and performance of UNICEF Canada.
- As an executive member of the team, actively shape and drive the strategic priorities and demonstrate the values of UNICEF Canada in all our work including our anti-racism and DEI work.
- Contribute to key policy discussions, budget management and strategic initiatives to further the organization's ability to be a leader in children's rights.
- Contribute to building and maintaining a culture of inclusion at all levels of the organization.
- Identify short- and long-term organizational risks and opportunities and bring them to the Executive team for discussion and resolution.
- Provide strategic leadership in executing the organization's strategic plan, including the multi-year joint strategic plan (JSP) and annual planning process (AOP).
- Provide high-quality advice to the President & CEO and board members on issues related to children's rights, international programs, youth participation and reputational issues.
- Actively build and maintain the reputation of the organization through media and key partners.
- Track and measure success of departmental strategies and refine as necessary to ensure their ongoing effectiveness in support of organizational objectives.





## Responsibilities (cont.)

### Revenue Development

- Drive active executive leadership in revenue generation from government and work in partnership with the Chief Strategic Engagement Officer and team supporting fundraising goals for high value donors.
- Set and direct funding priorities to further advance UNICEF Canada's global and domestic goals.
- Build relationships and opportunities with foundations and funders in support of UNICEF Canada's domestic initiatives.

### Team Leadership and Operational Management

- Ambitiously lead & motivate the team to achieve common team goals
- Consistently ensure integrity with the mission and values in all activities
- Ensure ongoing performance & talent management within the Program team, encouraging individual development and supporting opportunities to foster professional growth
- Oversee annual goal setting within the team and support employee engagement processes
- Make strategic decisions pertaining to talent, succession planning and organizational development
- Steward resources to ensure every dollar is spent well



# Qualifications, Competencies and Skills

- Minimum ten years of international child well-being program and policy experience with at least 5 years as part of a senior or executive leadership team
- University degree in a related field
- Fluency in French and English
- Leadership acumen and executive agility
- Proven track record in advancing policy and revenue generation
- Sophisticated government relations skills and experience engaging with Global Affairs Canada
- Demonstrated experience in media interviews and public speeches, including French audiences
- Excellent communications skills (written & oral) for a wide range of audiences
- Excellent interpersonal, cross cultural and relationship management skills
- Commitment to inclusive leadership, experience leading diversity, equity and inclusion organizational efforts and diverse teams
- Excellent time management and organizational skills
- Ability to navigate through contentious issues and adept at identifying and implementing risk management and crisis communications strategies if needed
- Strong working knowledge of the Canadian political system
- Strong knowledge of children's rights policies nationally and globally
- Committed to professional and personal growth for oneself and team members
- Strategic thinker who demonstrates critical thinking and creative problem solving
- Demonstrates sound judgement and a high degree of political acuity
- Passionate about the UNICEF mandate and an enthusiastic UNICEF advocate
- Available for national and international travel



# About UNICEF & UNICEF Canada

## UNICEF

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# An Employer of Choice: What UNICEF Canada Offers

UNICEF Canada is where diverse talent & passion come together to create extraordinary impact for every child. We are committed to being an employer of choice and building a culture that is inclusive, ambitious, compassionate, and high impact.

Members of the UNICEF Canada team have access to the following employee benefits:

## A Robust Compensation Package:

- Extended Health/Dental benefits, Healthcare Spending Account, and Wellness Account
- Life, AD&D, & Long-Term disability insurance coverage
- Employer contributions (5%) to a Group Pension Plan
- Access to parental leave top-up

## A Commitment to Wellness:

- Flexible-hybrid work environment to support the work-life integration needs of our team
- Minimum 3 weeks of annual vacation (increases with time served) & 1 additional day per year of service (max 30)
- 10 paid sick days & 2 personal days
- 9 to 11 employee wellness days – an additional series of pre-set days off, given annually to further extend long weekends
- Discounted rate for a GoodLife gym membership
- Access to an Employee and Family Assistance Program

## A Culture of Learning & Growth:

- Access to a comprehensive global learning platform with over 1600 courses, webinars & resources
- Internal leadership development, training, & mentorship programs that integrate Anti-Racism and diversity, equity and inclusion principles
- Opportunities to access both local & global stretch assignments

## An Inclusive & Purpose-driven Workplace:

- Centrally located in mid-town Toronto with satellite offices in Calgary & Montreal
- Easily accessed by public transit and a short walk from several parking locations
- Inclusive & accessible co-working and meeting spaces designed to foster purpose at every turn and accommodate the diverse needs of employees

## A Chance to do Meaningful & Life-changing work:

- Under the leadership of a dynamic, accomplished, and experienced executive leadership team, you'll be part of a diverse & talented Canada team committed to creating meaningful impact while fostering an inclusive and supportive work environment.
- You'll join a global UNICEF family with a shared commitment to impact the lives of children



# Working at UNICEF Canada

UNICEF Canada is committed to diversity and inclusion within our team, and encourages qualified applicants of all gender identities and sexual orientations, ages, ethnicities, cultures, abilities, and life experiences to apply & be part of our organization.

UNICEF Canada's team is results driven and shares a belief in our mission and organizational values including diversity and inclusion, integrity, and commitment. We have a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.

UNICEF is committed to promoting the protection and safeguarding of all children. All selected candidates will undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

## **Our Commitment to Inclusive Workplaces & Recruitment**

UNICEF Canada is an inclusive workplace and is committed to championing diversity, equity, inclusion and accessibility. Requests for accommodation can be made at any stage of the recruitment process.







# How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy) e.g., Pat-Jones-CV-122024-UNICEFCanada or Pat-Jones-CoverLetter-122024-UNICEFCanada.

## Timeline

Closing Date:	7 February, 2025
First Stage Interviews:	TBC
Final Interviews:	TBC

## Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

## Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at [eguindon@oxfordhr.com](mailto:eguindon@oxfordhr.com) in the first instance.



# About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

Learn more at: [oxfordhr.com](https://oxfordhr.com)







## Oxford

46 Woodstock Road  
Oxford  
OX2 6HT

United Kingdom

+44 (0) 1865 985 457

## Amsterdam

Korte Schimmelstraat 12  
1053 SZ  
Amsterdam

The Netherlands

+31 (0) 683 334 473

## Nairobi

Indigo Cowork Space  
Off General Mathenge Road  
Westlands  
Nairobi

Kenya

+254 (0) 715 163 631

## Singapore

6 Battery Road  
#06-16  
049909

Singapore

+65 (0) 9114 1439

## Washington

1250 Connecticut Avenue NW  
Suite 700  
Washington, DC  
20036

United States of America