

Pacific Peoples' Partnership

co- Executive Director (Local Relations, People & Programming)



The role of co-Executive Director (Local Relations, People & Programming) will be to lead the personnel and local programming aspects of PPP's operations and strategy, while co-leading as a partner with the other co-Executive Director as a representative of the organization and ensuring people and relationship-centered systems are at the heart of our work.

The Acting Executive Director will play the key leadership role in moving the PPP organization into a position of long term sustainability through effective and intentional systems change.

The co-Executive Director (Local Relations, People & Programming) will be responsible for providing organizational leadership during this time of transition, as well as implementing administrative systems, procedures, and policies, and will support staff, committees, volunteers and contractors on a range of international and domestic projects.

The key functional areas of this role include leadership on human resources and personnel (with the support of the Board of Directors HR/ Personnel Committee), local grant applications and related reporting, related internal policy development, Board support and relations, local relationship development and local programming, including supporting related project staff and volunteers (including Board) to align their work and broader deliverables with the PPP Wayfinding 2030 Vision & Strategic Plan.

About US:

We are Canada's only non-profit, social justice organization devoted exclusively to working in solidarity with peoples' of the South Pacific and with First Nations in Canada to promote their aspirations for peace, justice, environmental sustainability and community development. Main activities include connecting peoples north-south for knowledge and cultural exchange, capacity building, and public engagement in Canada. Learn more at: www.pacificpeoplespartnership.org

PPP co-Executive Director (Local Relations, People and Programming) Responsibilities:

Working alongside the co-Executive Director (Pacific Relations, Wealth & Operations), responsibilities include but are not limited to:

1. Strategic Leadership & General Responsibilities

- a. Liaise with the Board of Directors, act as the staff point person for the Board and the Board point person for the staff, as needed
- b. Broadly implement the ethos of PPP Wayfinding 2030 Vision & Strategic Plan by developing operations systems that support a community-centred leadership model and ethical operations and day-to-day functioning of the team.

- c. Maintain strong information management systems and improve where needed on systems and processes.
- d. Contribute to policy development & implementation.
- e. Respond to enquiries from the public, the media and government regarding local programming, policy and initiatives.

2. Financial

- a. Support co-ED in good financial practices and the use of money as medicine.

3. Personnel

- a. Lead the hiring and supervision of staff and interns related to key operational areas, with a particular focus on directly managing the staff focused on local programming, and co-managing the communications staff, while supporting the co-ED to manage their team of programming staff and volunteers.
- b. Support the PPP Team of staff, board, committees, interns, and volunteers.

4. Fundraising

- a. Assist with fundraising campaigns (ie: P4P), including long-term planned giving strategies, focused on: individual donors; foundations; federal and provincial governments.
- b. Expand fundraising capacity and revenue; write fundraising / grant proposals related to the functional areas under their purview, and support the team to find grants related to their work.
- c. Ensure the maintenance of fundraising records, plus donor recognition and provide support to the Board's Fundraising Committee.

5. Documentation and knowledge management

- a. Lead effective documentation practices
- b. Act as local point person and support for ongoing archival projects, provide support to archival project partners
- c. Ensure archival, documentation and knowledge management sustainability
- d. Work with the team to ensure effective knowledge transfer, social capital maintenance and good practice in documentation is used for all role transitions

6. Programming

Support the Programming staff to:

- a. Develop, implement and evaluate all major events and community projects (ie: annual One Wave Gathering).
- b. Complete all project reporting requirements as needed.
- c. Build and strengthen links with Indigenous and Pacific Islander communities in Canada.

7. Communications

Support the Communications & Outreach Coordinator to ensure:

- a. The communications strategy is updated and implemented and supports the broader goals & vision of PPP
- b. The social media & website are up to date
- c. The development and production of PPP's Pasifik Currents e-news.
- d. Enhance Pacific Peoples' Partnership's profile and increase the engagement of interested public in our work.
- e. Tok Blong Pasifik is created, based on available funding and priorities