

# **Pacific Peoples' Partnership**

## **co- Executive Director (Pacific Relations, Wealth and Operations)**



The role of co-Executive Director (Pacific Relations, Wealth and Operations) will be to lead the financial and administration 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 co-Executive Director (Pacific Relations, Wealth and Operations) will be responsible for providing organizational leadership, 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 financial management and oversight (with the support of the Board of Directors Treasurer and the bookkeeper), office administration and operational needs, international grant applications and related reporting, related internal policy development, and providing operational leadership on both the development and maintenance of the Pacific Resilience Fund (working with the PRF committee), including good sustainable relationship building with our Pacific Islander counterparts, 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](http://www.pacificpeoplespartnership.org)

### **PPP co-Executive Director (Pacific Relations, Wealth & Operations) Responsibilities:**

Working alongside the co-Executive Director (Local Relations, People & Programming), 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. Ensure the effective functioning of the office.
- d. Maintain strong information management systems and improve where needed on systems and processes.
- e. Contribute to policy development & implementation.
- f. Respond to enquiries from the public, the media and government relating to South Pacific programming, fundraising and advocacy.

## **2. Financial**

- a. Supporting bookkeeping processes, in collaboration with bookkeeper/accountant.
- b. Ensure the timely payment of all bills and invoices and conduct regular deposits.
- c. Work with the bookkeeper to ensure payroll requirements are met.
- d. Assist with the completion of all CRA and Society Act annual financial documentation and schedules including the Charitable Tax Form, and financial schedules for funders.

## **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 advocacy work, and co-managing the staff focused on communications, 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, 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. Support the co-ED in the maintenance of fundraising records, plus donor recognition and provide support to the Board's Fundraising Committee.
- d. Maintain and strengthen the effective functioning of the Pacific Resilience Fund, focusing on good practice in community and relationship-centered international development, and the use of money as medicine

## **5. Documentation and knowledge management**

- a. Lead effective documentation practices
- b. 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 and PRF committee to:

- a. Develop effective systems and practices relating to the PRF
- b. Develop, implement and evaluate all PRF-funded projects.
- c. Complete all project reporting requirements as needed.
- d. Build and strengthen links with communities in Micronesia, Melanesia and Polynesia.

## **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 and all other communications are up to date regarding our South Pacific components.

## **8. Advocacy**

Support the Advocacy Coordinator to:

- a. Critically analyse existing Canadian and BC policies surrounding the Pacific Islands
- b. Engage with community to develop community-centered, responsive advocacy work