

# Christian Reformed Church in North America (CRCNA) World Renew

## Position Description

**Job Title:** [OBJ] Head – Transformational Development Team

**Department:** [OBJ] Transformational Development

**Reports to:** [OBJ] Chief Program and Impact Officer

**Location:**

**Status:** Full-time, salaried

**Salary Level:** [OBJ] **TBD (determined based on location, experience, and education)**

### **PURPOSE:**

The Head of our Transformational Development Team is responsible for providing vision, leadership, and strategic direction and implementation to World Renew's Transformational Development team. The position will uphold World Renew's core values and principles and will ensure World Renew's Transformational Development Programming is of high quality, delivers strong impact and value for money.

This position is responsible for the day-to-day, operational management of World Renew's Transformational Development Team its strategic partnerships, resource development, programmatic learning and support functions. This role will provide supervision and oversight of Transformational Development staff and will ensure program quality by supporting many stakeholders in project resourcing, partnerships, planning, design, implementation, monitoring and reporting.

The position will strengthen our Transformational Development capacity within the organization by working with World Renew Staff, Regional Teams and empowering local partners to develop and execute strategies to deliver transformational community development initiatives alongside the communities we serve, ensuring that World Renew continues to be a professional, high quality, Christian development organization.

This position reports to the Chief Program and Impact Officer and is a member of World Renew's Strategic Management Circle. This leader is expected to work closely with other program streams and our regional, functional, and fundraising teams to collaborate on programmatic interventions, communications, fundraising, and advocacy work.

With a global footprint and significant budget oversight, this position will support and oversee the advancement of our relationships with Government Agencies, organisations, and associations within the Non-Governmental Organization (NGO) community. Some examples include Global Affairs Canada (GAC), USAID, other International NGOs (INGOs), Foundations, Private Donors and Churches, to mobilize and gain additional resources that enables the agency to play a greater role in Transformational Development around the globe.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### Strategic Leadership and Program Management

- Provide vision, direction, and strategic planning in the design and implementation of World Renew's Transformational Development work, contributing to the achievement of World Renew's Global Impact Goals through support for the implementation of transformative, high-quality, community development initiatives alongside the partners and communities we serve.
- Continue to develop and sponsor World Renew's Transformational Development Strategy and Theory of Change ensuring connection and direct support for our Global "Imagine More" Strategy.

- Ensure strong collaboration and strategic linkages between World Renew's Programmatic Streams working closely with other stream leads particularly in relation to the Humanitarian Nexus to deliver strong, integrated programming in this area.
- Ensure strategic engagement and relationship building across all of World Renew's other Programmatic, functional, and fundraising teams to enable the capacities and collaborations required to deliver multiple, complex programs at any one time. This includes reinforcing a working culture in line with World Renew's Christian values and work culture commitments.
- Lead and manage our Transformational Development programming portfolio for effective design, implementation, monitoring and evaluation of projects with input from stakeholders. Strengthen and when possible, grow the programming portfolio with acquisition of other grants.
- Provide clear strategy, vision and direction for the implementation of multiple high compliance programs in accordance with expected standards and requirements of World Renew as well as other institutional funding agencies.
- Oversee the management of the Transformational Development Team Budget and other financial and related resources, including Growing Hope Globally funding and allocations, to ensure they are used effectively to maximise impact. Review finance reports, authorisations, Evaluations, finance reviews and budgets in collaboration with the CPIO (Chief Program & Impact Officer) and CFIO (Chief Finance and Investment Officer).
- Oversee the management of the Transformational Development Team operations and related resources to ensure they are used effectively and efficiently.
- Ensure effective communication and collaboration between Transformational Development Team staff, HEA and Justice Staff, field staff, partners and external network and alliance members, and other partners in projects.
- Monitor and uphold best practice community development principles and program quality standards in World Renew's programmatic work and ensure the regular programmatic evaluation of Transformational Developments interventions with a particular focus on their value for money, effectiveness, efficiency, empowerment, and equity.
- Lead and manage a Global Transformational Development Team in line with World Renew's Christian values and organisational culture commitments.
- Oversee the work of Program Managers, Grant writers and other support roles ensuring World Renew Staff have high morale, increased competency, and opportunity for professional development through clearly established work plans and flows and a culture of continuous learning is supported among team members.
- Share records and data associated with all projects and prepare statistical reports and maintain funding projections and anticipated program commitments for internal use and donor reporting.
- Oversee data collection, reporting and MEAL systems and that it is harmonised with the rest of the organisation and meets the standards required by our Donors and is accountable under WR's Data Protection Policy
- In close coordination with Regional Directors and other program support staff work to increase support for implementing partners and Country Teams.
- Attend organisational Leadership Meetings and co-ordinate with other teams on areas of common interest including capacity building, funding strategies and shared donors.

## Coordination and Networking

- Lead pre-positioning and engagement strategy with key government and institutional donors
- Support fundraising initiatives to increase resources for World Renew's work through current donor portfolio and identify and support the expansion of funds from new sources.
- Develop and maintain strategies that further build relationships with Network Partners.
- When required represent World Renew in Key Humanitarian Networks, Working Groups and Fora.

- Provide strategic direction and oversight in identifying and forming new partnerships with local implementing organizations.

#### Resource Development and Mobilisation

- Collaborate with World Renew's Fundraising and Marketing teams to launch timely donor appeals, engagements, and campaigns.
- Support the Constituency Relations (CORE) Team in educating World Renew's constituency in North America about World Renew's Work
- Expand, leverage and strategically diversify World Renew's Transformational Development institutional funding portfolio.

#### Other Responsibilities

- Ensure that World Renew's Transformational Development work is responsive to and considers the evolving global humanitarian context, using evidence informed approaches and supporting a culture of innovation, learning and agility.
- Research and develop tools, materials, templates and guidelines for enhancing program management to improve the capacity of World Renew staff, volunteers and partners in various areas of program management – including the integration of the Humanitarian Nexus as a development strategy in cooperation with the MT leadership
- Demonstrated commitment to Safeguarding and the prevention of sexual abuse, exploitation, and harassment in the prevention of harm to persons and communities.
- Ensure a systemized process is in place for monitoring, evaluation and learning including common indicator implementation and reporting on World Renew's Impact Key performance Indicators.
- Maintain a key role in yearly audit processes for World Renew's audit process under the Core Humanitarian Standard (CHS)
- Promote accountability in alignment with World Renew's "approaches" in our impact framework and with World Renew's external commitments to key standards and agreements such as SPHERE, the Grand Bargain, and our commitment to safeguarding, gender justice, anti-racism, inclusivity, localisation, and diversity.
- Ensure that Transformational Development staff have the necessary training, design and orientation and delivery of administrative and technical skills related to their roles and specific disaster response projects.
- Ensure our global response and initiatives utilise appropriate technological advancements.

#### **SUPERVISORY RESPONSIBILITIES:**

This position is responsible for the supervision and accountability of all Transformational Development Team Staff and Volunteers and is responsible for ensuring team development and empowering team members to attain high performance. Specifically, this position directs staff, provides performance feedback, and oversees the performance of team members who have varying degrees of administrative and programmatic responsibilities.

#### **Experience/technical Skills:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Membership in a Christian church and agreement with the doctrine of the CRCNA.
- Committed to Christ with a compassionate and servant's heart
- Demonstrated commitment to promote a work environment and respectful relationships that values diversity and equality
- Demonstrated integrity and ability to build interpersonal and inter-team trust

- A minimum of 10 years' experience leading Development design, management, and related advocacy, fundraising and coordination with demonstrated experience in Community Development planning, budgeting, and fiscal management.
- A Strong understanding of faith centered, long term community development work from “on site” experience including multi sectoral responses to complex contexts and those that have been impacted by disaster, conflict, and protracted crises.
- Expertise in key sectors, such as food security, Mother and Child Health and Nutrition and Livelihoods approaches.
- Demonstrated experience in working across multiple regions, especially those with high Development Needs like sub-Saharan Africa, Latin America, Middle East, and Asia-Pacific.
- Demonstrated experience in leading and coordinating diverse humanitarian strategies, including in Humanitarian-Development-Peace Nexus, and being able to demonstrate how this approach contributes to longer-term recovery.
- Proven record of accomplishment of long term community development interventions that are at scale, high quality, local partner led and gender transformative.
- Demonstrated experience and knowledge of key sectoral commitments to gender, equity, and inclusion, including Canada’s Feminist International Assistance Policy.
- Demonstrated experience in upholding accountability to affected populations and the critical importance of safeguarding.
- Excellent verbal and written communication skills and an understanding of media engagement.
- A collaborative team player and manager with strong facilitation, negotiation, active listening, decision-making/problem-solving skills and able to develop team skills in others.
- Demonstrated ability to analyse complex environments and act with limited direction
- Ability to work effectively in fast paced and challenging environments, demonstrating resilience, adaptability, and problem-solving skills.
- Willingness to to travel (exceeding 20%) including in high-risk contexts.
- Competence in technology including the Microsoft Environment and various Data and Program Management programs.

### **EDUCATION AND EXPERIENCE:**

1. Master’s degree in a related field strongly preferred
2. Other qualifications in relation to International and Community Development Principles and related topics would be a significant advantage.
3. A Minimum of 10 years of International Community Development , and organizational consultation experience in a cross-cultural setting is required.
4. Minimum of 7 years' experience in supervision and management

### **LANGUAGE SKILLS:**

1. Must be fluent in English and able to communicate effectively, verbally and in writing, especially report writing
2. Ability to communicate in French and/or Spanish is a plus

### **PHYSICAL DEMANDS:**

The physical demands described in this position description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable persons affected by a disability to perform the essential functions.

The incumbent, in this position, will travel at least 20% of the time to networks and alliance’s meetings, leadership meetings, and programmatic visits.

### **WORK ENVIRONMENT:**

The work environment characteristics described in this position description are representative of those an employee encounters while performing the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position will travel to and in areas of significant fragility; this may result in additional threats to mental and physical health and safety.