

Shock Proofing Communities against Gender-Based Violence

Manager, Knowledge Exchange - Contract for 15 months (Bilingual)

Come and join our amazing team as we work towards gender equality in Canada!

The Canadian Women's Foundation is a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, the Foundation works to achieve systemic change that includes all women. By supporting community programs, the Foundation empowers women and girls to move themselves out of violence, out of poverty, and into confidence and leadership.

POSITION SUMMARY:

We are seeking a bilingual (French and English) Manager for Knowledge Exchange to join the Canadian Women's Foundation's Community Initiatives team. This position will be responsible for establishing a comprehensive plan for knowledge exchange activities and events. This planning should aim to concretize the ideas and concepts related to the research and consultations undertaken within our project for Shock Proofing Communities against spikes of gender-based violence in the context of the pandemic. This role will ensure the co-ordination, execution and evaluation of knowledge exchange activities, with particular attention to desired outcomes with multiple stakeholder groups, including women's sector organizations and movements, vendors and suppliers, funders and media. There will be a series of smaller events leading to a large-scale in-person / hybrid / online event in 2023. The outcomes and outputs of this project will develop knowledge mobilization activities across different forms of expertise, to cross pollinate and de-silo our ways of thinking and doing.

The position reports to the Vice President, Community Initiatives.

We strongly encourage applications from women, Two Spirit, trans, and/or non-binary people who identify as Black and/or racialized, First Nations, Métis, and Inuit, those living with disabilities, and/or Two-Spirit, lesbian, gay, bisexual, trans, queer, questioning, intersex, pansexual, androgynous, and asexual (2SLGBTQI+) peoples.

MAJOR RESPONSIBILITIES:

- Coordinate the development of a comprehensive plan for knowledge exchange, working collaboratively with all departments to coordinate their input and feedback.
- Establish key partnerships and advisory groups, with particular attention to the content development, design and logistics of the culminating convening event in 2023.

- Manage stakeholder relations, support and communicate with women's groups and movements to coordinate efforts to develop objectives and purpose of knowledge exchange events.
- Oversee coordination, communication and organizations of events, including defining purpose, structure & audience; outreach & engagement strategies; and collective impact activities.
- Prepare, manage and track RFPs and contracts with external vendors, contributors, consultants and professionals.
- Prioritise and schedule effectively to manage a dynamic workload and meet internal and external deadlines.

In addition, the successful candidate must understand and perform duties according to the mission and values of the office and work in a manner that will move forward the organization's mission.

QUALIFICATIONS:

- Degree, Diploma or Certificate related to relevant discipline, or equivalent experience
- 5-7 years experience in knowledge exchange or conference management related role
- High proficiency in oral and written language, fluency and communication skills in English and French.
- Experience in decolonizing ways of sharing knowledge and conceptualizing activities and events with this in mind.
- Comfort using an intersectional lens so that work is undertaken to ensure that it addresses the intersecting and interlocking oppressions that act as barriers to people and communities.
- Understanding of the feminist non-profit sector, and commitment to gender equity.
- High proficiency in knowledge exchange praxis and learning, as well as strong facilitation skills.
- Excellent organizational capacity with strong attention to detail.
- Ability to work as part of a team; excellent interpersonal skills, ability to work respectfully with a diverse set of constituents including donors, volunteers, vendors, and suppliers.
- Ability to work under pressure and demonstrated project management skills, with ability to coordinate multiple project deadlines.
- Demonstrated professionalism, judgement and discretion in dealing with confidential or sensitive matters.
- Advanced proficiency in Microsoft Office suite of programs.

Expectations & Conditions: The chosen candidate will be able to start work immediately and deliver on the above actions from early 2022 to early-mid 2023.

Remote Work Option: It is possible to work remotely from your preferred location in Canada. The Canadian Women's Foundation head office is based in Toronto, Ontario so the chosen



candidate may also choose to work in the Toronto office and have access to the administrative and operational systems available in the physical office.

Compensation:

The salary range for this position begins at \$65,000 and can be negotiated based on experience. There is a competitive benefits package and a generous vacation package. A computer with applicable software will be provided.

Process:

Please submit the following documents in a single PDF:

- A one-page cover letter outlining why you want to be part of the Canadian Women's Foundation and briefly summarizing your key skills and relevant experience.
- A resume that provides an overview of your work, education, and volunteer experience.

The deadline for submission is 5:00 PM PST on January 28, 2022. Please email the document to humanresources@canadianwomen.org , indicate “**Manager, Knowledge Exchange**” and quote the reference number “**CI-024**” in the subject line.

The Canadian Women's Foundation is strongly committed to equity in employment and seeks to attract, select, and hire a diverse team with a high level of professional skills, passion for and belief in our vision and mission. If comfortable, we encourage candidates to share information about their identities, lived experiences, and the communities they are part of in their covering letter.

We thank all applicants for their interest; however, only those selected for a first interview will be contacted.