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## Chief Operating Officer

Based in Ottawa, CODE champions global literacy and has a vision for, ‘a world where every young person can pursue their education and realize their full potential as a literate, empowered, self-reliant citizen’. Over the past sixty years, CODE has impacted more than ten million children across some of the poorest countries in the world, with particular focus on Sub-Saharan Africa and Canada’s indigenous population. Recognized as a leading Canadian charity, CODE has a staff of twenty and annual revenues of $6 million, funded predominately through charitable donations and government funding. CODE prides itself on ensuring that 82 cents of every dollar donated goes to the cause. As they look to build on their ongoing success, they are seeking their inaugural Chief Operating Officer (COO) to help build internal capacity as the organization continues to evolve.

Reporting to the Executive Director, the COO will drive efficiency in operational processes, policies and systems to allow the organization to build capacity and expand its impact. Working closely with Finance & Administration and the Program Delivery teams, and overseeing Human Resources, the COO will provide leadership in assessing current policies and practices and helping the organization to mature while maximizing output to allow for expansion and growth. With a staff of 12, the COO will develop leading edge business functions to enable the effective development and delivery of CODE’s programs domestically and overseas.

As the ideal candidate, you bring a minimum of ten years of progressive management experience in non-profit environments and have a track record of streamlining operations and delivering on process efficiencies that positively impact your organization. Strategically focused, you link vision with operational reality, working collaboratively with your team to effectively deliver life-changing programs and services. You have ideally managed complex reporting for international programs and have a deep understanding of managing organizational risk. You believe in cultivating strong, cohesive, and supportive teams that are motivated and committed to continuous improvement initiatives. As a values-driven, passionate leader, you possess a high level of diplomacy, sensitivity, and judgment. You have strong project management skills and can rally your team to achieve great success even under pressure. Bilingualism is considered an asset.

Applications are encouraged immediately and should be submitted online at [odgersberndtson.com/en/careers/16180](http://www.odgersberndtson.com/en/careers/16180). We encourage all applicants to apply at their earliest convenience. The application deadline is January 13, 2020. Further information is available from Joanne McMullin of Odgers Berndtson. We thank all those who express an interest, however only those chosen for further development will be contacted.

*CODE is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by both Odgers Berndtson and CODE throughout the recruitment, selection and/or assessment process to applicants with disabilities.*