



Job Posting

POSITION TITLE: Director of International Programs and Partnerships
LOCATION: Remote/Hybrid
REPORTS TO: Chief Executive Officer
SALARY RANGE: \$110,000-\$150,000
SUPERVISES: Department Staff including International Staff/Volunteers

Are you a visionary leader passionate about global education and literacy? CODE is looking for a Director of International Programs and Partnerships to lead the development, implementation, and management of our international literacy and learning initiatives. This is a high-impact role where you will drive strategic planning, foster key partnerships, and ensure the sustainable growth of our international programs.

About CODE

Together with our partners, CODE has helped more than 10 million children gain access to a better quality of education and benefit from reading and writing in order to improve their lives and the lives of their families. CODE improves learning outcomes and educational opportunities for all girls and boys by working with like-minded organizations to:

- Advance the instructional skills of teachers
- Enhance the quality, local relevance and accessibility of teaching and learning materials
- Grow the system-wide capacity within the education sector
- Pursue program monitoring and assessment to capture results and inform practice
- Invest in local academic research to support local policy and practice

CODE works in Sub-Saharan Africa, expanding our programming both regionally and within the countries we work. CODE's Programs and Partnerships' Team is made up of staff based in Canada, Malawi, Mozambique and Sierra Leone. Our primary program implementation approach is through long-term partnerships with local organizations based in the countries where we work.

Are YOU our Director of International Programs and Partnerships?

SUMMARY

The Director of International Programs and Partnerships will report directly to the Chief Executive Officer and play a pivotal role in leading the development, implementation, and management of CODE's global literacy and learning programs. This position requires a dynamic and strategic leader with a strong track record in program implementation, partnership development, relationship management, and new business development. The Director will drive the identification and pursuit of new opportunities through bids and contracts, ensuring alignment with the organization's mission, goals and Strategic Plan. A key component of this role is fostering thought leadership in the field of literacy and learning, promoting best practices, and integrating evaluative learning into practice to continuously improve program outcomes. The ideal candidate will be a systems thinker, able to design and manage complex programs while maintaining a focus on sustainable, impactful results.

RESPONSIBILITIES

1. Leadership to the development and implementation of CODE's international program strategy (30%)
 - **Strategic Leadership:** Provide visionary leadership to a diverse portfolio of international programs, ensuring alignment with organizational goals and global mission. Drive strategic planning, goal-setting, and implementation of international initiatives to enhance impact and operational efficiency.
 - **Thought Leadership and Expertise:** Act as a subject matter expert and thought leader in the field of global education and literacy, contributing to the organization's positioning within the sector. Stay abreast of trends, emerging challenges, and opportunities, and share insights to guide the development of innovative, high-impact programs.
 - **Program Management:** Oversee the day-to-day management of international programs, ensuring projects are delivered on time, within budget, and meet or exceed expected outcomes. Provide guidance to program teams and to ensure program effectiveness, sustainability, and quality.
 - **Partnership Development and Relationship Management:** Cultivate and strengthen relationships with key stakeholders, including local partners, government entities, non-governmental organizations (NGOs) and global funding agencies,, . Lead efforts to develop new partnerships and maintain strong, collaborative relationships with existing partners to enhance program success.
 - **New Business Development for Bids/Contracts:** Lead the identification and pursuit of new business opportunities, including overseeing the preparation of competitive bids and proposals for funding, grants, and contracts.
 - **Evaluative Learning:** Establish and promote a culture of evaluative learning within the international program portfolio. Implement effective frameworks to assess program effectiveness and drive continuous improvement. Utilize data and evidence to inform program design, decision-making, and strategic adjustments.
 - **Financial Management:** Manage the budgeting, forecasting, and financial oversight of international programs, ensuring resources are allocated efficiently and effectively.
 - **Ensuring Results-Based Management:** Promote a results-based management approach through regular, timely analysis of program data. Use systems thinking to ensure that all program activities are

continuously reviewed, aligned with strategic objectives, and contribute to both short- and long-term outcomes.

2. Coordinates implementation of components of CODE's Programs: (20%)

- **Developing Partnership Agreements:** Lead the creation of partnership agreements with all partners, outlining shared vision, values, and the foundational principles for collaboration.
- **Ongoing Communication and Coordination:** Maintain regular communication with partners to ensure clear understanding of CODE's plans, policies, criteria, and the resources available to support their programs. Foster transparency and alignment throughout the program lifecycle.
- **Operationalizing the Strategic Plan:** Contribute to the operationalization of CODE's new Strategic Plan (2025-2030) including supporting development of CODE's annual business plan, and operational plans for the department.
- **Monitoring Reporting and Financial Oversight:** Ensure that narrative and financial reports are completed on time and in compliance with donor requirements. Verify that quarterly financial and narrative reports align with approved program documents and the established terms and conditions.
- **Resolving Operational Issues:** Proactively address and resolve operational challenges with partners in a timely manner to ensure smooth program implementation.
- **Overseeing Budget and Cash Flow Management:** Monitor cash flows for program and administrative expenses to ensure adherence to approved budgets and financial sustainability.

3. Directs, coordinates and supports the work of the International Program Department by: (30%)

- **Staff Management and Capacity Building:** Lead a team of international program managers and staff, fostering a collaborative and high-performance work environment. Support professional development through training, guidance, and career development opportunities.
- **Facilitating Department Coordination:** Lead regular department meetings to plan, coordinate, and prioritize work, address operational challenges, and promote positive, collaborative relationships among team members and across departments.
- **Networking and Opportunity Identification:** Engage in networking activities to identify new program opportunities, partnerships, and areas for growth, helping to expand the department's impact and visibility.

4. Participates in the coordination/management of the overall organization and collaborates with other staff to ensure the overall effective and efficient functioning of CODE's offices by: (15%)

- **Active Management Team Participation:** Contribute as an active member of CODE's Senior Management Team (SMT), attending regular meetings to address organizational issues and collaborate on initiatives that support the overall effectiveness of CODE's operations.
- **Human Resource Policy Implementation:** Support the implementation of human resource policies to ensure alignment with organizational values and efficient management of staff.

- **Collaboration on Strategy and Operational Issues:** Work with all departments to facilitate smooth and efficient operations, fostering a culture of collaboration and mutual respect across all areas of the organization.
- **Collaboration with Fund Development and Marketing:** Oversee timely provision of programmatic content to the Fund Development and Marketing team to support CODE's marketing, communications and fundraising priorities. Participation in General Staff Meetings: Attend and actively contribute to CODE's general staff meetings to stay informed on organizational developments and align departmental objectives.
- **Support for Board and Annual General Meetings:** Prepare reports and provide support for Board and committee meetings and the Annual General Meeting, ensuring key program updates are communicated effectively.
- **Regular Communication with Senior Leadership:** Maintain open communication with the Chief Executive Officer and the broader organization, providing regular updates and reporting through appropriate channels.

Qualifications:

- Relevant degree and/or equivalent educational qualifications.
- Knowledge and proven expertise in literacy programming, literacy assessment, teacher development and learning material development.
- An understanding of and a minimum of fifteen years' experience in international development leadership positions, including work in a developing country.
- Excellent program/program management, administrative and organizational skills.

CODE's Culture and Expectations

- Commitment to CODE's values, vision and strategic direction.
- Contributes to the continued promotion, maintenance, and ongoing development of a healthy workplace culture.
- Models healthy leadership characteristics including work-life balance and commitment to diversity, equity and inclusion.
- Be organized, accountable, detailed, rational, strategic, and technology-curious
- Work productively in a hybrid or remote environment
- Excellent written and oral communications skillset, with the ability to effectively represent the organization in high-level forums

Interested candidates are invited to forward their resume and cover letter to careers@code.ngo

This position will remain open until **January 31, 2025**.

All applicants must be eligible to work in Canada. We thank all candidates for their applications; however only those selected for an interview will be contacted.

CODE welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Applications will be reviewed on a rolling basis.

