

HUMANITARIAN
COALITION 

EXECUTIVE DIRECTOR

AUGUST 2025

In partnership with:



OVERVIEW

The Humanitarian Coalition unites Canada's leading humanitarian agencies to respond to global crises through joint fundraising, media outreach, and government partnerships. As Executive Director, you will lead and manage an organisation that seeks to harness Canadian generosity to support people in crisis globally. This is a rare opportunity for a strategic, values-driven leader to shape and influence humanitarian response, and mobilise Canadian solidarity—leveraging a nimble, impactful platform uniting media, corporate, nonprofit actors, and individual Canadians for global change.



DETAILS

LOCATION: Ottawa, Canada (Able to spend considerable time in Ottawa)

CLOSING DATE: 19 September 2025

STARTING DATE: As soon as possible

TYPE OF CONTRACT: Permanent

SALARY: CAD 160,000.00 - 190,000.00

REFERENCE: HC-ED

CLIENT WEBSITE: www.humanitariancoalition.ca/

ABOUT HUMANITARIAN COALITION

The Humanitarian Coalition brings together leading aid organisations to provide Canadians with a simple and effective way to help during international humanitarian disasters. Member agencies join forces to raise funds by mobilising media, businesses and individual Canadians. Together, we are saving more lives.



ABOUT THE ROLE

As the Executive Director of the Humanitarian Coalition, you will lead and manage the organisation in alignment with the strategic direction set by the Board of Directors. Key responsibilities include fostering strong relationships with member organisations, ensuring effective engagement and consensus-building, and maximising fundraising opportunities. You will represent the Coalition externally to stakeholders such as donors, government bodies, media, and corporate partners, aiming to strengthen partnerships and increase the success and impact of the coalition's joint fundraising appeals in response to major crises. Additionally, you will oversee all operations of the Coalition's Secretariat, ensuring robust management across finance, human resources, program funding, monitoring, evaluation, communications, fundraising, and marketing efforts.





PURPOSE OF THE ROLE

The Executive Director (ED) provides strategic leadership and operational oversight for the Humanitarian Coalition, ensuring it delivers on its mission to maximise joint fundraising efforts to support the coalition members' response to humanitarian crises. The ED serves as the primary bridge between member organisations, fostering strong relationships, understanding their priorities, and aligning initiatives to maximise fundraising and collective impact.

Externally, the ED represents the Coalition to donors, government, media, corporate partners, and the public, building credibility and support across a wide stakeholder network. Internally, the ED leads the Secretariat, managing people, resources, and infrastructure to deliver effective national campaigns and continuously improve performance.

By integrating relationship management, external engagement, and operational excellence, the ED ensures the Coalition is well-positioned to respond rapidly and effectively to global humanitarian needs while advancing the shared interests of its members.

DUTIES AND RESPONSIBILITIES

LEADERSHIP

- Develop the vision and strategic plan to guide the organisation for approval by the Board of Directors.
- Ensure the effective management of Secretariat operations in alignment with strategic priorities.
- In collaboration with Secretariat staff, ensure the coordination and oversight of the operations of the standing committees and working groups, fostering effective teamwork to deliver on jointly agreed priorities.
- In collaboration with the Director of Marketing, Communications and Partnerships and other Secretariat staff, ensure appeal launch decisions are made in line with standard operating procedures and optimise emergency fundraising from a member perspective.
- Act as a spokesperson for the Humanitarian Coalition.
- Conduct official correspondence and contracting on behalf of the Humanitarian Coalition.
- Represent the Humanitarian Coalition at community activities to enhance the organisation's community profile.

FUNDRAISING AND PARTNERSHIP DEVELOPMENT

- In collaboration with Secretariat staff, ensure the growth of fundraising revenue during joint emergency appeals from individuals, corporations, and foundations.
- Ensure partnership growth with both media and corporations, which serves to expand the reach and performance of fundraising appeals.
- Manage relationships with current and prospective members, partners and allies.
- Support government relations activities.

REPRESENTATION & EXTERNAL RELATIONS

- Communicate with stakeholders to keep them informed of the work of the Humanitarian Coalition.
- Engage effectively with Global Affairs Canada, Humanitarian Response Network of Canada and other partners as required.
- Maintain strong engagement in the Emergency Appeals Alliance activities (international partners).

HUMAN RESOURCES PLANNING & MANAGEMENT

- Ensure the recruitment and development of staff with the appropriate skills and competencies to advance the Humanitarian Coalition's mission.
- Ensure effective staff management, including goal setting and a results-focused approach that emphasises accountability, measurable outcomes, and continuous performance improvement (four direct reports and three indirect).



PLANNING & MANAGEMENT: OPERATIONAL, FINANCIAL AND RISK MANAGEMENT

- Oversee the efficient and effective day-to-day operation of the Humanitarian Coalition.
- Support the Board by preparing meeting agendas and supporting materials.
- Ensure that the programs delivered by the members align with the shared mission and reflect the board's priorities.
- Ensure proper reporting during and after appeals.
- Prepare a comprehensive budget for approval by the Board in December of each year; manage the Humanitarian Coalition's budget and assets on an ongoing basis; approve expenditures within delegated authority.
- Oversee research for funding sources and support the writing of funding proposals to increase the organisation's funds.
- Administer the Humanitarian Coalition funds and monitor the organisation's monthly cash flows.
- Provide the Board and membership with comprehensive, regular reports on the revenues and expenditures of the organisation.
- Ensure the Humanitarian Coalition complies with all legislation covering taxation and withholding payments.



SKILLS AND EXPERIENCE

- Extensive experience in government relations, complemented by a solid understanding of Federal Government processes and decision-making structures.
- Proven senior leadership experience in the non-profit sector, with a track record in strategic and operational management, and guiding organisational growth.
- Exceptional relationship-building and stakeholder engagement skills, including with member organisations, government, media, and corporate partners.
- Demonstrated expertise in marketing, brand-building, and fundraising across multiple channels (individual donors, corporations, foundations, and government), with knowledge of emergency appeals and public campaigns being an asset.
- Demonstrated ability to lead and inspire teams, foster collaboration, and create a positive, high-performing work environment.
- Proven experience working effectively with a Board of Directors, including guiding strategic discussions, refining the organisational mandate, and supporting governance best practices.
- Solid financial acumen, including budget development, risk management, and compliance, as well as oversight of administrative and IT systems.
- Skilled communicator and spokesperson with experience in external representation and media engagement.
- Knowledge of humanitarian systems, donor landscapes (especially GAC), and collaborative networks is a strong asset.
- Bilingual English-French is strongly recommended.



HOW TO APPLY

PIQUED YOUR INTEREST?

To apply for this role, please prepare your CV (in English) and a motivation letter (one page) that summarises how your profile aligns with the key requirements, skills and abilities of this role. Both files should be submitted in .doc(x) or .rtf format via this form: <https://mis.tl/cv>.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please contact **Mission Talent**.

After submitting your application, you will receive an automated confirmation. If you do not receive this or have general questions about submitting your application, please write to **Mission Talent**.



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Mission Talent is a women-led, multicultural executive search firm with nearly 20 years of experience serving impact-driven organisations. Rooted in lived experience across the Global South, we bring sector expertise and a values-based approach to leadership recruitment and assessment. Our work is grounded in both global insight and local knowledge, with a commitment to lasting, transformative impact.

Contact us: wewontbite@missiontalent.com

