



Lifeline Syria

Lifeline Syria is a new not-for-profit located in the GTA. Its mission is to bring 1000 Syrian refugees to the GTA as permanent residents with the participation of private sponsors. As a start-up, it has a very small staff of three but is expected to grow in the coming months to a larger more mature organization. As an emergent organization, its board, which is made up citizens from all walks of life, is involved in developing the governance of the organization, but is currently also engaged in many aspects of its operations.

The board now seeks a Project Director who will lead the organization into its next phase, with a clearly articulated separation of governance and operations, allowing the board to focus on strategic issues and the staff to deliver on its mission. The Project Director will report to the board through the Chair, Lifeline Syria.

Project Director

The Project Director, Lifeline Syria will take the lead in ensuring that the objectives of the organization are met. These are to successfully resettle 1000 Syrian refugees in the GTA in the next two years.

He/she is responsible for implementing the overall strategic direction of the initiative which is set by the Board of Directors. These include managing and developing a variety of positive relationships with governments, members of the Syrian community, sponsorship agreement holders, settlement organizations, sponsors, faith groups, funders, donors and the media. The position will ensure that high standards of service delivery are met through a small yet high-performing team of staff and volunteers.

Major responsibilities:

Governance: work with the board of directors to ensure that strategic directions are set, that issues are identified and resolved in a timely manner and that the board members are appropriately utilized as governors and ambassadors

External Relationships: Maintain positive and constructive relationships with a variety of stakeholders

Strategic Planning: Work with the board to develop, implement and evaluate a strategic plan to ensure that our goals are met

Program planning and delivery: Develop, implement, monitor and evaluate program goals and service delivery standards

HR Management: Hire and monitor performance of LS staff

Communications and Marketing: Ensure that all communications, both internal and external adhere to key messages, that all communications and marketing vehicles reflect LS values and objectives and that our audience is appropriately expanded and engaged

Fundraising: develop funding applications to a variety of funders, both private and public

Financial accountability and reporting: Develop and monitor annual budgets for LS, file requested reports to various funders and donors, and ensure that all accounting and book keeping processes are rigorously followed

Qualifications:

5 – 7 years of relevant work experience

Relevant post-secondary education

Skills, competencies and attributes:

- Demonstrated leadership potential
- Familiarity in managing and working with a volunteer Board
- Background in developing, monitoring and evaluating programs
- Excellent verbal, communications and negotiating skills

- Proven experience in staff and volunteer management
- Ability to manage projects and programs within financial constraints and on time
- Knowledge and sensitivity to issues surrounding refugee settlement and integration
- Demonstrated commitment to diversity and inclusion
- Knowledge of French and/or Arabic an asset

Location: The position is located in Toronto with offices downtown. Travel within Toronto is required.

Salary and benefits: Competitive

Start Date: As soon as possible

Duration of Contract: Two years

Interested candidates should submit their applications to

Hr@lifelinesyria.ca

The deadline for accepting applications is Friday December 4th.