



Last Updated: June 2024

Job Title

Association Team Lead

Impact Statement

The Association Team Lead provides the link between the Association membership, MSF Canada employees, the Board of Directors, the volunteers who support MSF Canada's associative activities, and the associations of other MSF sections. The Association Team Lead is the bridge between the membership and its elected representatives and encourages, supports and organizes the Association to carry out two critical roles: the governance of the organization and sustaining associative life in Canada.

It is the Team Lead's job to foster and act as the strategic link between Association members, the Board of Directors and the Executive Office ensuring strong communication and collaboration. The Team Lead should also cultivate a strong, vibrant, and well-informed membership, willing and able to assume its responsibilities, including electing the Board of Directors, meaningfully participating in the Annual General Assembly, and engaging in key debates surrounding MSF's humanitarian activities, all with the view of providing ongoing guidance to MSF Canada and the movement. As well it is the Team Lead's role to encourage and work with our associative regional groups and the MSF Canada's management team to leverage the abilities, experience, knowledge and ideas of the members and volunteers allowing them to contribute to the MSF Canada objectives where possible.

Key Responsibilities

- Develop and oversee the implementation of Associative frameworks, strategies, policies, procedures and tools, identifying and collaborating with relevant stakeholders as necessary;
- Act as liaison between the Board, the Executive and the members and volunteers of the Association to support MSF Canada's strategic and annual plans as they relate to the Association;
- Provide direction and strategic guidance regarding the AGA, Associative engagement, and other key elements of a healthy and functioning association
- Lead the Association team and ensure the consistent performance and development of staff

Job-Specific Competencies

General Management and Planning

- Lead the Associative Strategic Planning process, in consultation with the Board of Directors, and ensures the implementation and reporting of KPI's where relevant;
- Develop, implement and report KPI's on the Associative Annual Plan and Workplan, including planning related to Associative programmes (Peer Support Network, Friends of MSF, Speakers Bureau);
- Prepare the annual budget projection, act as budget holder for the Association programme and the Board and perform bi-annual budget revisions;

- Participation in board meetings (face to face and VC) and participate in management and middle management team meetings as per the Executive Direction;
- Contribute to the International Associative Team and the Operational Centre's development and coordination including of annual Field Associative Debates (FAD) and provide direct support to the MSF Canada Board of Directors in the selection and briefing of FAD visits;

Governance

- Lead the Annual General Assembly (AGA) coordination including surrounding events such as the Clinical and Operations Day and any other meetings or events that may be coordinated at that time;
- Support the Board Nominations Committee in board succession planning by helping to identify and foster potential candidates from the membership;
- Together with the Board President, ensure appropriate onboarding of new Board members.

Board Associative Committee (BAC)

- Work closely with the BAC Chair to develop key objectives, coordinate regular BAC meetings, prepare agenda priorities and documentation, plan meetings, report progress of committee work and track outcomes;
- Collaborate with committee members and subgroups on priorities and projects, tracking results and ensuring availability of tools and information;
- Acts as the AGA focal point between the BAC, board and executive, delegating specific tasks to the associative team as required.

Engagement and Membership

- Oversee membership management and support the Board in the membership approval procedures consistent with International Membership Criteria; encouraging membership participation and engagement in open sessions of board meetings;
- Lead the engagement strategy for members across Canada in topics relevant to MSF Canada and also the movement at large, finding links and opportunities for association members to support the social mission;
- Develop and implement Association programme strategies to support and actively engage with Canadian audiences including local and regional stakeholders.

MSF Movement

- Stay abreast of key governance and associative events and issues across the movement; inform and engage the membership and Board to participate in international discussions and debates;
- Engage meaningfully in associative networks (international and on Operational Directorate level) and maintain relationships with the International Office and Associations of particular relevance;
- Attend relevant international association meetings and participate in working groups of strategic relevance;
- Support the MSF Canada International General Assembly representatives (IGA reps) and IGA where required.

Strategic Oversight and People Management

- Defines goals, objectives, and metrics including development of annual plans (AP), strategies, and budgeting
- Oversees the implementation of the AP and follow up revenue and expenses of the program and propose route correction when needed to achieve the goals
- Leads in the hiring and development of the team members, including interns and volunteers, to achieve their goals, establishing trust, respect, recognition and mutual accountability in a high performance, collaborative environment
- Ensures responsible use of resources, including accountability for budget, contracts, and suppliers, recommending new strategies or drafting proposals in anticipation of future needs
- Leads by example, inspire and motivate others, and foster a work environment founded on our core values of humanity, integrity, and results

MSF Transversal Core Competencies

- **Commitment to MSF's Principles; Level 3:** Acts toward the fulfillment of MSF's social mission
- **Cross-Cultural Awareness; Level 4:** Develops actions which stimulate integrating behavior
- **People Management and Development; Level 3:** Works on the growth and development of team members
- **Behavioural Flexibility; Level 3:** Facilitates and helps to bring about changes in others
- **Leadership; Level 3:** Encourages, engages, and motivates people
- **Planning and Organizing; Level 3:** Follows up, plans activities, and sets priorities

Knowledge and Experience

- Experience with Association management and membership engagement
- Experience working with Board of Directors and/or Committees in the not-for-profit sector
- Demonstrated experience in events planning and/or project management
- Demonstrated experience in successfully leading a diverse team, enhancing motivation, development and performance via constructive feedback
- Working experience with a humanitarian aid organization and knowledge of humanitarian aid programs is a strong asset

Education, Certifications, and Languages

- Fluency in spoken and written English

Working Conditions

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m. Eastern Time)
- Hybrid work model (40% in MSF Canada office and up to 60% work from home)
- Office environment is open concept and workspace is shared with colleagues
- Workstations consist of sit/stand desks, anti-fatigue floor mat, swivel chair, laptop with dock and double monitor
- Domestic travel required (15%)
- International travel required (10%)

Job Information

Position Level: Manager

Department: Association

Position Status: Permanent

Activity Rate: 100% of activity, 37.5 hours per week

Location: Toronto or Montreal

Salary Grade: Level 17 on the MSF Canada Salary Grid, \$99,271-106,624 per year (non-negotiable)

Status: Must be legally authorized to work in Canada; MSF Canada is not in the position to support a work permit process for any applicant outside of Canada.

Benefits: Starting 4 weeks' vacation/year, flexible work hours, Health Spending Account, Lifestyle Spending Account, group insurance (Life, Dependent Life, AD&D), Peace of Mind plan (i.e. prescription drugs, accidental dental, hospital care, etc.), 5% RRSP contributions (no employee contribution required), annual professional development budget, Employee and Family Assistance Program (EFAP), internal psycho-social resources, and a positive and innovative office culture grounded in our core values of humanity, integrity, and results.

Additional Information

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we're committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive, and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

MSF Canada acknowledges the existence of systemic racism and oppression and is committed to sustaining and strengthening its anti-racism and anti-oppression (AOAR) efforts. As MSF Canada continues to grow and strive to remove barriers in its offices in Canada and in MSF work environments abroad, we welcome applications from individuals with unique experiences of intersectional oppression on the basis of their social markers such as their ethno-racial identity, age, gender identity, education, socio-economic status or place of origin. We encourage Black, Indigenous, People of Colour, LGBTQIA2S+ people, individuals living with disabilities and any individual deserving equity to apply.

In line with MSF's December 2021 pledge to reduce our carbon emissions by 50% by 2030, compared to our 2019 baseline, we encourage everyone to embrace and embed sustainable and climate-friendly practices. Applying a climate and planetary health lens will help us improve our operational impact. Facing climate change and environmental degradation through our operational activities by focusing on mitigation and adaptation will decrease our dependency on fossil fuels, reduce our ecological footprint and help protect human health. Everyone, at all levels, with all skill sets is needed to address the global threat of climate change.