



Last updated: June 2026

Deputy Executive Director

Impact statement

The Deputy Executive Director (Deputy) serves as the operational backbone of MSF Canada, ensuring that strategy translates into action across all departments while maintaining the organizational health, accountability, and cross-functional cohesion needed to deliver on MSF Canada's mission.

By bridging leadership, operations, risk, and governance, this role amplifies the Executive Director's capacity and keeps the organization running with clarity and purpose. Internally and externally, the Deputy strengthens MSF Canada's credibility as a well-managed, mission-aligned organization.

By driving cross-functional cohesion, operational clarity, and organizational health, the Deputy, in a strategic partnership with the Executive Director (ED), ensures MSF Canada delivers on its mission with clarity, accountability and purpose. Internally, the Deputy strengthens management team capacity and operational discipline; externally, the Deputy reinforces MSF Canada's credibility as a well-managed, mission-aligned organization.

Key responsibilities

- **Leads day-to-day operations:** Drives organizational effectiveness across departments, by leading the planning and accountability cycle
- **Manages senior leaders:** Directly oversees Finance and Administration, IT, Human Resources, Strategy and Planning, while building team capacity through coaching, accountability and cross functional collaboration.
- **Oversees risk and compliance:** Maintains organizational readiness through critical incident preparedness, risk registry management, and oversight and cross functional risk mitigation of MSF Canada's legal and data privacy obligations. Ensures compliance across Finance, HR, and IT, including data privacy, legal obligations, and safeguarding casework (with high-impact cases escalated to the ED). Leads operational risk response within agreed thresholds.
- **Strategic partnership with the Executive Director:** Acts as the ED's strategic partner, ensuring alignment between internal operations and external/movement-facing priorities. Providing operational insight for governance reporting, Board engagement, and organizational health monitoring. Ensuring the ED has a clear line of sight into culture signals, safeguarding patterns, risk, and performance.
- **Represent and connect:** Supports the Executive Director in representing MSF Canada internally and externally, preparing the organization for engagements with the movement and the public, and connecting internal teams, the Association, and governance bodies to strengthen MSF Canada's cohesion, credibility, and networks.

Job-specific competencies

- **Organizational Leadership:** Models and promotes MSF Canada's vision, values, and connection to operational reality. Creates a positive, engaged workplace by leading visibly and accessibly across all departments. Bridges teams to encourage collaboration and the cross-sharing of skills and ideas. Represents MSF Canada on operational and management matters. Supports the Executive Director in building and sustaining internal and

external networks. Ensures operational alignment with MSF Canada’s culture, EDI, safeguarding, and psychological safety commitments.

- **Strategic Execution and Operations:** Owns the organizational operating system. Leads annual planning, mid-year review, and year-end reporting and performance cycles. Ensures day-to-day operations run effectively and consistently with MSF Canada’s policies and values. Facilitates cross-departmental initiatives and supports Board reporting requirements, keeping the Board informed of risks and opportunities.
- **Risk and Compliance Oversight:** Maintains organizational readiness for critical incidents, including the Critical Incident Response Team. Oversees the risk registry and proposes mitigation strategies. Provides oversight of legal, data privacy, and compliance matters across Finance, HR, and IT. Escalates high-impact risks to the ED per the decision-rights protocol.
- **People and Portfolio Management:** Directly manages departmental directors and functional units, currently including Finance and Administration, IT, Human Resources, strategy and planning. Promotes financial health and sound controls, digital enablement, and robust project management practices across the organization. Supports the National Association Coordinator as the primary liaison between the Association and the Executive, fostering a strong and engaged membership.
- **Management Team Development:** Builds management team capacity through coaching support, accountability. Acts as a sounding board and day-to-day resource for senior leaders navigating complex organizational challenges. Strengthens cross functional collaboration and leadership cohesion.

MSF transversal core competencies

- **Commitment to MSF principles; Proficiency level 1 (for external candidates); Proficiency level 4 (for internal candidates):** Demonstrates knowledge of and accepts MSF’s principles, including respecting the choices made by the organization, demonstrates basic knowledge of MSF’s mission and main activities, and is committed to the values of MSF and MSF-Canada (Humanity, Integrity, Results).
- **Cross-cultural awareness; Proficiency level 3:** Demonstrates an integrating attitude, commitment, and awareness to Equity, Diversity, and Inclusion principles, understands and can explain how these principles impact the role, and articulates an understanding of EDI principles
- **Analytical thinking; Proficiency Level 4:** Makes complex plans and/or analyses
- **Leadership; Proficiency level 3:** Encourages, engages, and motivates people employing different styles appropriately in different situation, and takes responsibility for the end results
- **People management and development; Proficiency level 3:** Encourages growth and development of team members, offering each an equal opportunity to succeed; acknowledges good performance and positively reinforces it; Individually rectifies ineffective behaviour through constructive feedback

Knowledge and experience

- Genuine interest in, understanding of, and commitment to, the humanitarian principles and the social mission of MSF
- Culturally humble, equity-minded, and able to model inclusive leadership across a diverse organization
- Demonstrated senior leadership experience in a complex, multi-stakeholder organization - nonprofit, humanitarian, or similarly mission-driven environment
- Proven track record managing cross-functional teams and executive level direct reports
- Ability to lead and develop high-performing teams, with a coaching and accountability-oriented approach
- Extensive experience bridging departments and creating conditions for collaboration across an organization
- Comfortable holding both strategic and operational responsibilities simultaneously
- Strong organizational and process management skills, with experience running planning and reporting cycles
- Ability to identify, assess, and mitigate organizational risk

- Familiarity with financial oversight, IT governance, and/or legal and compliance functions
- Good communicator in both internal leadership and public contexts where needed in support of the organization's leadership

Education, certifications, and languages

- Proficiency in spoken and written English
- Proficiency in spoken and written French

Working conditions

- Monday to Friday (9:00 a.m. to 5:00 p.m. Eastern Time), with some evening and weekends
- Hybrid work model with a 40% in MSF Canada office requirement (2 days/week)
- Designated office consists of sit/stand desk, swivel chair, laptop with dock and double monitor, task lamp, small seating area
- Interaction with stakeholders, donors and the public where needed
- Domestic travel (<10%) between Montreal and Toronto office, for leadership retreats, and to attend Annual General Assembly (AGA)

Job information

Position Level: Executive

Department: Executive Director's Office

Reports to: Executive Director

Direct Reports: Director of Finance and Administration, IT Senior Manager, Director of Human Resources, Strategy & Planning Lead.

Position Status: Fixed term contract (4 years with possibility to extend up to a maximum of 8 years)

Activity Rate: 100 % (37.5 hours per week)

Location: Montreal (preferred) or Toronto

Salary Grade: Level 21, Step 1 on the MSF Canada Salary Grid (prior MSF employment will be taken into consideration to determine step level)

Status: **Must be legally authorized to work in Canada***

Benefits: Starting 4 weeks' vacation/year, flexible work hours, Health 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. MSF Canada may offer relocation packages covering costs for temporary accommodation, food allowance, travel costs, and movement of household goods up to one month's salary depending on where the candidate is relocating from.

**MSF Canada will assist a successful candidate in acquiring such status, including supporting a spouse/common law partner and/or child (unmarried and under 22) for dependent visa status and offers relocation packages covering costs for temporary accommodation, food allowance, travel costs and movement of household goods up to one month's salary depending on where the candidate is relocating from. While MSF Canada will work within its means to secure immigration status for a selected candidate, the success of an immigration application depends on many factors based*

on the Government of Canada's rules and regulations. Neither the timing of an application, nor the ultimate outcome, can be guaranteed by MSF Canada or its outside immigration counsel.)

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties; MSF Canada has its sole discretion to revise it accordingly.