

Job Title: Operations and Organizational Development Manager

Location: Remote with International Travel (preference for Canada)

Contract: Full-time, 2-year fixed-term

Salary Band: USD \$75,000–\$90,000 (depending on experience and qualifications)

About Us

We are a global social justice charity registered in Canada, dedicated to advancing human rights, anti-racism, and solidarity. We collaborate with diverse communities and movements worldwide to expose and challenge the dominance of powerful corporate-driven technological and industrial forces, and to help build fairer systems rooted in shared values. Our staff and board are spread across multiple continents.

This is a pivotal moment in our organizational journey. We are strengthening our systems, culture, and operations to match our mission and values, and we're looking for someone with this experience and alignment to our core values to guide this work.

About the Role

This is a transformative role designed to strengthen the core of our organization over a two-year period. Reporting directly to the Board, this role will manage and work closely with all staff to develop sustainable systems, nurture a healthy work culture, and ensure our ways of working are aligned with our values.

This role will lead the delivery for the Operational functions which are based in Canada, including our head office in Montreal. While this role is focused on operations and management, it is political in nature and so requires strong alignment with ETC's mission, values, and political orientation.

This role's purpose is to **build the conditions for everyone in the organization to thrive**.

Areas of Responsibility:

- **Organizational Development & Change Management** – Lead strategies to strengthen HR practices, processes, systems, and organizational culture.
- **Finance** – Lead the Finance function, to ensure strong financial controls, reporting, grant development and collaborative budgeting. Overseeing the annual financial audit, grant processes and annual charity returns to Canadian Revenue Agency.
- **Operations** – Lead on Operations with responsibility for HR, legal compliance and organisational administration.

- **People Leadership** – Line management, development and supportive supervision of all staff (operations and programme), promoting staff well-being.
- **Board Liaison** – Report to the Board, provide updates, and support strong staff-board alignment.

What We're Looking For

- Experience in organizational change, HR, and operational leadership (ideally in NGOs/nonprofits, international contexts).
- Strong track record in financial oversight.
- Deep commitment to anti-racism, anti-discrimination, and JEDI principles.
- Excellent communication skills, a collaborative and global approach.
- Knowledge of the Canadian charity and not-for-profit sector
- **Bonus points for:** Spanish and/or French language proficiency, mediation training.

Why Join Us?

- Work at the heart of an international values-led organization.
- Lead critical systems and culture work with **real impact**.
- Collaborate with a passionate, diverse, and global team.
- Support the long-term sustainability and health of an organization making change where it matters most.

Benefits we offer

- 20 days leave plus all statutory holidays in your location
- Employer pension contributions of 5%
- Up to \$5,000 towards the cost of care (i.e. health insurance, dental)

How to Apply:

Please submit your CV and a cover letter outlining your interest and relevant experience to **etc@etcgroup.org** by **30 September 2025**.