



Are you interested in applying your passion for organizational Development and Personnel to help a grassroots Canadian charity? If so, this is the perfect opportunity for you!

The Canada-Mathare Education Trust (CMETrust) is looking for a Director of Organization Development to join its Board of

Directors.

Background:

Canada Mathare Education Trust (www.CMETrust.org) works to advance education in Kenya by providing high school scholarships, post-secondary school support, computer training, and personal and professional development workshops to children from the Mathare Valley, the second largest slum in Nairobi, Kenya. We are an entirely volunteer run, registered Canadian charity (and Kenyan Community-Based Organization), governed by a Canadian Board of Trustees and implemented on the ground by Kenyan Field Representatives.

Description of Position:

The Director of Organization Development is a member of the CMETrust Board of Directors. They are responsible for organizational development including strategic planning, and personnel management including the recruitment, retention and recognition of volunteers. They will work with Board members to identify organizational needs and develop effective strategies.

Main responsibilities include:

- Coordination of Board organizational development activities, including strategic planning, annual work-planning and training.
- With other Board members and event leads, identify volunteer needs and recruitment strategies, and carry out recruitment, including developing and circulating job descriptions, administering interviews or reference checks, and onboarding incoming volunteers and Board Members.
- Develop strategies to encourage volunteer retention and identify opportunities for volunteer recognition and/or skills development.
- Maintain up-to-date CMETrust records related to planning and personnel.
- Work with the Board's Program Director and Kenyan Field Representatives on organizational development and personnel related activities in Kenya.
- Provide financial oversight, organizational support and strategic management for the charity at large, contributing to consensus building through open dialogue amongst the Board of Trustees.
- Attend (in person or via teleconference) and contribute to the five Board Meetings held each year, and actively engage in email dialogue between meetings.

Attributes and Skills required:

- Experience in organizational development and strategic planning in a non-profit setting.
- Experience managing volunteers/personnel in a non-profit setting, including recruitment, retention, and recognition.
- Passion for organizational development, volunteering and improving the volunteer experience.
- Task-oriented, with the ability to be self-directed.
- Commitment to CMETrust's [five key values](#).
- Strong interpersonal, communication and leadership skills to collaborate effectively and efficiently with other Board members and volunteers.

Specifications:

- Volunteer would work from home and participate in meetings in person in Ottawa or Toronto or via teleconference/webinar from elsewhere.
- Time commitment of approximately 15 hours per month.

If you are interested in this opportunity, please contact info@cmetrust.org