

Job Advertisement

Allard Prize Manager

April 2024

Overview

The Allard Prize for International Integrity is among the world's leading anti-corruption prizes. The Prize is awarded every second year to an individual, movement or organization that has demonstrated exceptional courage and leadership in combating corruption, especially through promoting transparency, accountability, and the Rule of Law. The Allard Prize also serves as a platform for raising awareness about corruption issues and the human rights violations that it causes. In particular, we produce short documentaries about our recipients' work to inspire others and spark change. See www.allardprize.org.

We're in an exciting period of growth and transition. As part of this evolution, we're seeking a full-time, multi-talented individual to manage the extensive administrative aspects of the Prize's work. This position will be ideal for someone who has several years experience as an outstanding administrator and manager, coupled with a keen interest in anti-corruption and a strong desire to work with some of the leading world experts in this area. We're looking for someone with outstanding administrative skills to help shape our creative, dynamic and meaningful work. The role is perfect for someone looking for a dynamic and meaningful role.

Responsibilities

Key responsibilities entail participating in the conceptualization, planning, management and implementation of Allard Prize projects and initiatives, including but not limited to:

- Developing and overseeing project plans (including timelines, milestones, and deliverables) and managing related communications on project progress.
- Analyzing the development of Prize initiatives, while anticipating & mitigating potential risks, resolving issues as they arise and taking action as necessary to ensure targets are met.

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- Researching and preparing briefing notes for the Executive Director for the development of new opportunities with international organizations.
- Establishing, supporting and growing relationships with national and international organizations to promote the Allard Prize and broaden its profile.
- Developing strong rapport and relationships with staff, stakeholders, and the public in order to achieve our objectives.
- Managing Allard Prize events, including conferences, symposia and a significant award ceremony (the latter of which occurs every two years).
- Negotiating and managing contracts with vendors and service providers in conjunction with the Executive Director.
- Promoting the Prize nomination process, conducting research on nominees, submitting nominees to the Allard Prize Committee and managing all official, related correspondence.
- Managing outreach/promotional efforts, including identifying individuals and organizations focused on anti-corruption initiatives, and implementing marketing and advertising aimed at increasing the profile of the award.
- Managing the Allard Prize Website by developing content to communicate the goals and vision of the Prize to internal and external parties, while also managing access and liaising with web development companies.
- Overseeing the Allard Prize Digital Marketing Manager, who's responsibilities include producing social media and website content on Allard Prize and anti-corruption related issues.
- Providing support and management to the Allard Prize Board and Allard Prize Advisory Board, consisting of high-profile leaders working on anti-corruption and human rights issues.
- Administer Board meetings, including researching and providing background materials, establishing agendas, following up on action items, preparing reports, and coordinating implementation of the committee's decisions.
- Collaborating with the Executive Director for the development of new fundraising opportunities.
- Creation and monitoring of financial budgets according to Board directives, in conjunction with the Executive Director.
- Providing day-to-day office management and performing other duties as required.

Qualifications

Undergraduate degree in a relevant discipline. Minimum five years of related experience in project management. Excellent written and verbal communication, along with organizational and time management skills. A strong attention to detail and the ability to manage multiple priorities. Strong skills in project administration, coordination, event planning and budget monitoring. Excellent computer skills, including proficiency in Microsoft Office, Outlook and Excel, as well as experience with internet research and database management. Knowledge of Adobe Photoshop, WordPress and Social Media platforms would be an asset. Flexibility and willingness to work simultaneously on a wide range of tasks and projects, from administrative to programmatic. Ability to work independently to complete assignments and projects, while also being a team player with strong interpersonal skills. Ability to exercise sound judgment, tact and diplomacy when interacting with internal and external stakeholders. Especially important that applicants have a desire to support and promote the anti-corruption movement internationally. Secondary languages are also considered an asset.

Supervision

The Allard Prize Manager is self-directed within broad goals and objectives developed in conjunction with the Executive Director and Allard Prize Board. While reporting to the Executive Director, the Allard Prize Manager will also support the Allard Prize Board and the Allard Prize Advisory Board.

Contract

We are looking for an independent contractor to work 40 hours a week in this role.

While the Allard Prize is based in Vancouver Canada, it is globally focused. The applicant could work remotely from elsewhere, including other countries, but the successful candidate would be required to be in close contact through zoom, phone, email and other forms of communication. Occasional travel may be required.

The salary range for the position is between CAD 75,000 to CAD 110,000 depending on experience and fit.

Equity, Diversity and Inclusion

The Allard Prize is committed to fostering an open and diverse community, especially through the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of all groups, including those that may have been marginalized on the basis of sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person. All qualified candidates are encouraged to apply, however Canadians and permanent residents will be given priority.

Applications

Please submit a cover letter, a CV as well as two professional work references that may be contacted after an interview.

You can submit your application via online form by (a) clicking on this link:

<https://bit.ly/3TjIKYm> ; or (b) scanning this QR code below:



We plan to shortlist candidates in the first week of May 2024 and decide soon thereafter, but applications will remain open until the position is filled.

If you have questions, please contact Dr. James G. Stewart, Co-chair of the Allard Prize, at jstewart@allardprize.org.