



Executive Director

## Description

### About Oxfam Mexico

Oxfam Mexico belongs to the global Oxfam confederation of 19 national organisations working in more than 94 countries. Oxfam is a global movement of people working together to build a future free of injustice and poverty by tackling the inequality that keeps people poor. When disaster strikes, Oxfam helps people build better lives for themselves, and for others. Oxfam takes on issues like land rights, climate change and discrimination against women.

With more than 53 million people living in poverty, Mexico is ranked as one of the most unequal countries in the world. Working with partner organisations and alongside vulnerable women and men, Oxfam Mexico campaigns so that the voices of the poor influence the local and global decisions that affect them, and works to find practical and innovative ways for people to lift themselves out of poverty and thrive.

### About the Role

The Executive Director provides strategic direction and leadership for Oxfam Mexico, including leading the senior management team. Oxfam Mexico is organised into five departments with approximately 70 full-time staff. The senior management team includes Directors for: Strategic Operations, Human Resources & Culture, Programs, Public Engagement and Fundraising.

The Executive Director will set a new strategy for Oxfam Mexico in 2021, in line with the strategy of Oxfam International. The Executive Director will set the tone for an impact and results-driven organization, promote innovation and learning, and ensure financial health and the fulfilment of institutional values, purpose and goals.

The Executive Director reports to a Board of Directors, relates to the General Assembly (Oxfam's constituents governance body), and represents Oxfam Mexico within the global confederation.

### Purpose of the Role

- Formulate plans, strategies and programs for institutional development to achieve the objectives of Oxfam Mexico.
- Run and represent Oxfam's work in Mexico, expanding its impact effectiveness and capacity, with support from the Board of Directors.
- Cultivate good working relationships and alliances with government bodies, civil society organisations, donors, the private sector, and other strategic allies.
- Serve as a member of the Board of Executive Directors of Oxfam International and perform a proactive, dynamic role in Oxfam international forums.
- Foster team cohesion and organisational development.

### Duties and Responsibilities

#### Leadership

- Empower Oxfam Mexico to reach its vision of a world without injustice, through active citizenship and taking a rights-based approach.
- Identify opportunities to accelerate the growth of a healthy, vibrant and sustainable organisation that effectively contributes to Oxfam International's principles and values.
- Accountability to Oxfam Mexico's Board of Directors, guaranteeing access to information to chart a visionary strategy, thus allowing it to fulfil its governance responsibilities.
- Create and support an environment which results in strong partnerships, influence, knowledge sharing and innovation.
- Ensure overall leadership of disaster preparedness, mitigation and management, including humanitarian response and consulting the Oxfam Global Humanitarian Team for advice and support.
- Adhere to Oxfam's principles and values, including the promotion of gender justice and women's rights.

## Management

- Lead the operational team to compose a cohesive, consistent committed and responsible body.
- Create an open, equitable, coaching and transparent working culture.
- Ensure Oxfam Mexico has the required resources and competencies to fully fulfil its goals and objectives.
- Identify strategic priorities and ensure the functioning of reporting, monitoring, and administrative processes.
- Ensure compliance with contractual and legal obligations regarding security and health of staff and all collaborators, in line with the principles of child safety, gender equality and diversity, equity and inclusion.
- Ensure compliance with security, communication and institutional protocols.
- Manage conflict and ensure the effective prevention, training and handling of complaints of sexual harassment and abuse by Oxfam staff and partners.
- Run the organisation by following institutional processes and policies, under the strategic directions and decisions of the Board of Directors.
- Lead organisational efforts for appropriate accountability to society, donors, Oxfam International and other strategic allies.

## Strategy & Planning

- Develop, implement and adjust Oxfam Mexico's Strategic Plan, previously approved by the Board of Directors.
- Guarantee the formulation, implementation and adjustment to policies for all activities carried out by the organisation including the influencing and humanitarian action program.
- Contribute to and maximize the use of knowledge networks to share strategic thinking and learning more widely, and ensure that programming builds on learning and is evidence-based, innovative and agile and responsive to opportunities for change.
- Establish the processes of planning, monitoring and accountability of the budget allocated for the operation and execution of Oxfam Mexico actions.

## Financial Performance

- Lead fundraising strategies that increase income and align with public engagement goals.
- Guarantee compliance with Oxfam Mexico's financial management policies and legal requirements.
- Oversee efficient and effective administrative and financial supervision, including the planning and availability of resources.
- Ensure that programs have efficient financial backing by following the parameters and policies determined by the Board of Directors.

## Representation & Public Engagement

- Represent the work for Oxfam Mexico nationally, regionally and globally.
- Build influential relationships and develop networks for effective change, both internally and externally, maximizing the organization's capability for influencing.
- Ensure that appropriate tools and technology are in place to allow consistent program content to influence internal audiences and external stakeholders.
- Build networks and relationships with strategic allies, including the government, civil society organisations, the media, social movements and the private sector.

## Skills and Experience

- Proven track record and leadership experience, with a minimum of 12 years of relevant experience in either the public or private sector, NGOs or academia, with an increasing level of responsibility.
- Master's degree, PhD or equivalent in social science, political science, economics, international relations, law, business administration or other related fields.
- Experience in designing and implementing organizational development strategies.
- Experience managing complex change processes and relationships involving a wide range of multicultural stakeholders.
- Leadership experience developing strategies for influencing and humanitarian programs.
- Track record driving and supporting team performance and individual development.
- Excellent negotiating and communication skills.
- High level financial and asset management skills to steer and efficiently manage a budget.
- Sophisticated analysis of the political, economic and social factors driving poverty and vulnerability in Mexico and globally.
- Knowledge of the socio-political and socioeconomic context of Mexico.
- Unyielding commitment to transparency and accountability.
- Knowledge and experience with Oxfam or other international non-governmental organizations or multilateral organisations.
- Track record of success in advocacy and influencing.
- Experience of leading organisational transition and/or crisis management is desirable.
- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunity.
- Open and willing to drive the application of gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure that all people who come into contact with Oxfam are as safe as possible.
- Availability to travel away from home, often to remote programmatic sites within the country for several weeks per annum, and periodic travel abroad for global meetings.
- Professional proficiency (oral and written) Spanish and English.

## Meta Fields