

EXECUTIVE DIRECTOR – JOB DESCRIPTION

ROLE OVERVIEW

The Executive Director (ED) develops **organizational strategy, sound practices** and **supportive relationships** – internally and externally – fostering cooperative and effective collaborations and coalitions that align with the **BCCLA’s mission**. The ED reports to the Board of Directors and is responsible for the successful leadership and management of the BCCLA, working to realize the organization’s goals as laid out in the Strategic Plan. They provide overall direction and guidance to staff and oversee the BCCLA’s law reform, litigation, education, fundraising, operations, and programs. With a clear vision for the continued growth and success of the BCCLA, the ED is accountable for the financial sustainability of the BCCLA and the prudent use of its resources and maintains positive relationships with key donors and funders. They provide visionary leadership to the BCCLA to enable it to be the leading civil society organization upholding civil liberties and human rights in Canada, taking concrete, sustained, and effective action to create change by bringing issues to light in the media, working in solidarity with frontline and grassroots activists, helping challenge unjust laws in the courts, and advocating for policy change with elected officials.

In particular, and in the interest of quality programs and services, this position is responsible for strategic leadership, collaborative and supportive people management, and oversight in the following areas:

- Organizational Development and Workplace Culture
- Strategic and Operational Planning
- Board Relationship and Collaboration
- Community and Stakeholder Relations
- Financial Integrity and Risk Mitigation

SPECIFIC ACCOUNTABILITIES

Organizational Development and Workplace Culture

- Leads organizational development initiatives, including change management, structural review, and equity-seeking measures;
- Demonstrates future orientation and planning to address changing community, program, and advocacy needs;
- Provides leadership to the Board and staff with respect to political advocacy necessary to fulfill the operations of the organization;
- Implements an anti-oppression leadership practice for both internal and external stakeholders;
- Creates and maintains strong and positive relationships with internal stakeholders (staff, contractors, volunteers, and the Board of Directors) and cultivates an equitable, diverse, and inclusive internal culture with a trauma-informed perspective;
- Embodies and supports a culture that reflects the BCCLA’s core values;

- Oversees and supports the management team to achieve campaign objectives, respond to emerging issues, and empower staff to carry out their best work;
- Leads in a unionized work environment and is responsible for ongoing labour-management relations and collective bargaining;
- Oversees and engages in high-level human resources issues relating to significant issues concerning employees, volunteers, or contractors; and
- Creates a safe and motivational work environment through proactive conflict management, and mentoring to enhance employee satisfaction and productivity.

Strategic and Operational Planning

- Develops, implements, and evaluates the BCCLA's strategic and operational plans by collaborating with key stakeholders;
- Assesses the resources required to achieve the objectives of the operational plan and prioritizes the projects that are within the scope and resources of the organization;
- Aligns operations and develops staff buy-in with the current strategic plan through a community and impact-focused lens;
- Ensures that the Strategic Plan is communicated, as appropriate, with internal and external stakeholders; and
- Communicates with the Board of Directors in a timely manner to present the work accomplished or any challenges experienced in implementing the strategic plan.

Board Relationship and Collaboration

- Provides the Board of Directors with relevant and current information for its consideration regarding governance decisions;
- In partnership with the Board Chair, navigates and contributes to healthy boundaries between governance and operations;
- Provides strong and clear communication through established written reports to the Board, in addition to verbal reports and discussions at regular Board meetings;
- Ensures that the Board Chair or delegate is informed of any potential risk exposure that has the potential to cause harm to the BCCLA in a timely manner; and
- Creates a positive environment that attracts and motivates qualified and competent Board Members to engage in the BCCLA's governance role.

Communication and Stakeholder Relations

- Oversees and monitors a comprehensive organizational communication strategy;
- Acts as an advocate and spokesperson, cultivates and maintains strong and positive relationships with the community donors, sponsors, funders, potential supporters, and other stakeholders and finds pathways for future collaborative working relationships and stronger revenue for the organization into the future;
- Oversees and monitors a comprehensive fundraising plan;
- Develops and maintains positive relationships with funders;

- Provides leadership, guidance, and mentorship to enhance the financial strength and viability of the BCCLA;
- Balances the needs of the existing funders with the programming direction of the BCCLA, and cultivates diversification of the current funding base;
- Ensures compliance with public sector funding agencies; and
- Serves as the key contact with key financial supporters.

Financial Integrity and Risk Mitigation

- Acts as the key oversight and financial control of the organization;
- Develops an annual operational budget for Board approval and analyzes financial results of the organization relative to established objectives on a monthly basis;
- Reports regularly to the Board of Directors on the BCCLA's operational and financial condition and any issues that may affect the organization;
- Works in adherence with prudent financial practices;
- Provides leadership in contract negotiations / contract management;
- Oversees legal, regulatory, and professional requirements for a charitable organization;
- Ensures the provision of adequate insurance for Directors' Liability, facility and properties, staff coverage and others, as required;
- Ensures that organizational practices comply with all regulatory and legal standards; and
- Stays abreast of community developments and helps identify and address potential public relations challenges.

DIMENSIONS

The Executive Director is the key operational position of responsibility for the BCCLA. This leader has overall responsibility for the business, capacity, strength, viability, and sustainability of the BCCLA. The scope or dimensions of the role of the Executive Director are significant: this responsibility ranges from the management of employees, contractors, and volunteers, meeting community needs, strategic financial management, to risk mitigation. This position requires professional conduct with respect to professional ethics, values, and leading the culture of the BCCLA with integrity.

The complexity of this position is in the diversity of the leadership role, and its political and advocacy requirements. It is important for the BCCLA leader to support the staff team and their identities in a kind, holistic manner while balancing the efficiencies of operations. Facilitating a safe workplace requires emotional intelligence, active listening, and the ability to address conflict proactively. This role provides overall leadership to living the internal and external facing value of the expression and practice of intersectionality, anti-oppression, and social justice.

QUALIFICATIONS AND COMPETENCIES

Education and Experience

- 5 to 7 years of professional experience in leadership and people-management roles working in complex environments and serving diverse communities, ideally with experience leading in a

non-profit environment

- Experience working as a lawyer is an asset
- A degree in non-profit management, social justice, or law is an asset but not required

Knowledge and Abilities

- Strong understanding of Justice, Equity, Diversity, and Inclusion (JEDI) principles, decolonization and anti-racist practices, as well as anti-oppression and social justice frameworks, and an ability to communicate those effectively
- Strong human resources skills supported by emotional intelligence, JEDI principles, and strong interpersonal communication
- Exceptional people leadership skills and the ability to create and sustain an equitable and psychologically safe workplace and adapt management style to a diverse staff
- Ability to galvanize people both within the organization and within the community through communicating a strong vision and strategic direction
- Legal acuity and the ability to understand and translate legal concepts into everyday language
- Strong external communication skills
- Strong skills implementing a fund development strategy
- Strong financial management and budgeting skills
- Strong coaching and mentoring skills
- Strong change management skills and understanding of systemic change
- Excellent conflict management and de-escalation skills
- Excellent verbal and written communication skills
- Skills and experience with trauma-informed workplaces
- Ability to set boundaries effectively and kindly
- Strong understanding of governance and experience reporting to or working closely with a Board of Directors
- Ability to implement operations and decisions in a political environment

Other Requirements

- Must be legally entitled to work in Canada.

Working Conditions

The Executive Director is a full-time position within a strong value-based organizational culture. This position requires a high level of team collaboration, yet also requires significant autonomy.