

Executive Director

Position Description

Our Vision

Citizens for Public Justice seeks human flourishing and the integrity of creation as our faithful response to God's call for love and justice. We envision a world in which individuals, communities, societal institutions, and governments all contribute to and benefit from the common good.

Our Mission

Our mission is to promote public justice in Canada by shaping key public policy debates through research and analysis, publishing, and public dialogue. CPJ encourages citizens, leaders in society, and governments to support policies and practices which reflect God's call for love, justice, and the flourishing of Creation.

Title: Executive Director

Term of Office: 5-year term; renewable

Location: Ottawa, ON

Supervision and Support:

The ED is appointed by and accountable to the Board of Directors. He or she will report regularly to the Board and annual performance reviews of the ED will be conducted in accordance with the CPJ Personnel Policy. The ED leads a team of 8-9 staff colleagues.

Purpose of Position:

To maximize impact of board, staff, and membership resources through co-ordinated strategies to shape policy debates; raise the visibility and profile of CPJ; and to ensure a financially sustainable organization.

Key Responsibilities:

- 1. Program Development & Delivery:** Maximize impact of board, staff, and membership resources through co-ordinated strategies to shape policy debates. Oversee the program and policy work of the organization. Provide leadership, vision and a strategic plan to the staff and volunteers through establishing priorities, criteria for strategies and managing themes. Establish a spirit of co-operation, teamwork, leadership and expectations of excellence throughout the organization.
- 2. Communication of CPJ's Vision and Mission:** Raise the profile and visibility of CPJ with decision makers, the public, members and supporters nationally and in Ottawa. This will include building relationships with individuals and a wide variety of government and

non-government organizations, foundations, voluntary organizations, churches and other faith communities.

3. **Fundraising:** Ensure a financially sustainable organization through expanding and diversifying financial support, including direct cultivation of major donors.
4. **Administration:** Build a competent team of staff and volunteers to work with CPJ members in social change initiatives that move toward CPJ goals. Recommend to the Board of Directors an approach to achieve the strategic orientation of CPJ, its goals, its programs and budgetary allocations and its policies (both program and administrative).

Skills and Knowledge Required:

1. Significant related experience in public justice advocacy and a thorough understanding of policy development and processes including how to shape policy debates.
2. Exemplary written and oral communication and advocacy skills, including the ability to engage and dialogue with persons at all levels of government, the public and CPJ's supporting constituencies, including churches and other stakeholders.
3. Public education and citizenship engagement skills.
4. Necessary administrative skills to manage a small to medium sized office and staff. The ability to delegate effectively is critical.
5. Project management and strategic planning skills.
6. Proven fundraising acumen.

Qualifications needed:

Personal: An articulate Christian faith providing the capacity for integrated theological reflection and a commitment to policy analysis, advocacy and engagement that embraces Christian principles of love, justice and the flourishing of creation.

Education: A graduate degree from a recognized university in a relevant field of study or an acceptable combination of education, job-related training and/or experience.

Language: Solid proficiency in the English language is essential. French would be considered a very significant asset.

Vision and Mission: The candidate shall have an ecumenical vision that is knowledgeable and inclusive, one that embraces CPJ's Vision and Mission and CPJ's Guidelines for Faith and Public Life statement:

<https://cpj.ca/sites/default/files/docs/PJ-for-Citizens-Governments-and-CPJ.pdf>

Must be eligible to be a registered lobbyist.

Limits of the position:

The ED may be a registered member of a political party and they may vote according to their conscience; however, they may not engage in partisan political activity (See section 6 of Personnel Policy).

Terms of Work:

The Executive Director's place of work will be in CPJ's national office in Ottawa, Ontario. Travel across Canada will be expected.

Training:

Eligible for some staff development and training each year (see Personnel Policy section 3.13) and after five years of continuous service can apply for paid study leave (see Personnel Policy section 3.12).

Risk Assessment:

As part of the screening and selection process for this position, the preferred candidate may be asked to provide a police records check and/or a credit record check.

Benefits:

Salary in the \$70,000 - \$80,000 range and CPJ's generous benefits package are negotiable, depending on experience.

Starting Date:

January 31, 2019

To Apply:

Please submit your application letter and cv/resume in PDF or MS Word, by email only. Send them to jobs@cpj.ca by October 26, 2018. You must include the subject line: "Executive Director Application."

CPJ is committed to protecting the privacy and confidentiality of personal information collected and used in the course of our work. By providing this information, you are consenting to the use of your information in accordance with our Privacy Policy posted at www.cpj.ca.