



**CCPA**  
CANADIAN CENTRE  
for POLICY ALTERNATIVES  
BC Office

research • analysis • solutions

## CCPA-BC Director - JOB DESCRIPTION

The Director is responsible for and supervises the overall work of the CCPA-BC and is effectively the Executive Director of the CCPA-BC. The Director provides strategic leadership, establishing short and long-term goals and the strategies to meet them--in conjunction with the BC Steering Committee and management team. The Director seeks to realize CCPA-BC's Vision and Mission, ensures the CCPA-BC grows its impact and develops new initiatives to that end.

The Director oversees and leads the office's research agenda and supervises the research team --the Director is effectively CCPA-BC's research director. The Director protects the reputation, research integrity and independence of CCPA-BC.

Together with the CCPA-BC Management Team, the Director ensures the smooth and sound financial and administrative/operational management of the BC Office, including setting budgets, preserving the charitable status of the organization and monitoring financial performance. The Director ensures the development of effective communications systems; monitors and develops fundraising plans, stewards organizational & individual donors, and identifies new opportunities for revenue generation. The Director fosters a healthy, positive, accountable workplace and culture.

The Director manages/develops relationships with external partners, supporters and partners and leads relations with other CCPA offices and the CCPA Board and Member Council. This position represents the organization as the principal staff spokesperson for the CCPA in the province. This position is accountable to the BC Steering Committee.

## RESPONSIBILITIES

The Director is responsible for the following areas (with management delegated as appropriate to other members of the CCPA-BC Management Team).

**Strategic Planning and Growth:** Provides overall strategic direction to CCPA-BC, including proposing targets for operational, financial, staff, donor and research/communications capacity growth, and responsibility for attaining strategic objectives. The Director is tasked with providing strategic leadership to ensure the resources and capacity of the CCPA-BC are deployed and

developed to maximum effect. Monitors and responds to CCPA-BC's strategic and political environment.

**Research and Research Coordination:** The Director oversees CCPA-BC's research agenda and is responsible for ensuring the appropriate peer review of provincial CCPA publications; editing CCPA-BC research papers, articles/blog posts/opinion pieces (either directly, or ensuring that this is being fulsomely done); initiating and administering research projects and grant writing; managing the provincial network of CCPA-BC research associates; and participating in the meetings of the Research Advisory Committee. Expected to author or co-author occasional research reports and articles. The Director stays abreast of relevant social, economic and environmental trends and public policy developments.

**Public Engagement:** The Director acts as spokesperson for CCPA-BC on organizational matters, and is a key public figure representing the organization in its engagement activities. This includes giving public talks and/or workshops, attending relevant functions, participating in conferences and meetings to ensure CCPA-BC's public presence, and doing media interviews.

**Administration & Legal Compliance:** Responsible for overall sound administration of CCPA-BC, including overseeing its financial management; ensuring compliance with relevant legal requirements including CRA rules governing charitable organizations; managing organizational risk; and managing major projects.

**Financial Management & Fundraising:** The Director is responsible, with the BC Steering Committee, for the financial wellbeing and growth of CCPA-BC. This includes ensuring appropriate policies and controls are in place; establishing the annual office budget and project/desk budgets; monitoring financial performance; and identifying opportunities for revenue growth. The Director oversees individual and organizational fundraising initiatives; manages relationships with major donors; develops grant proposals; and manages relationships with organizational supporters. The Director ensures appropriate systems are in place for tracking donations, charitable tax receipting and donor stewardship.

**Supervision and Workplace Culture:** Fosters a healthy, positive, accountable workplace and culture. The Director is involved in the negotiations of the Collective Agreement with UNIFOR 3000 and is responsible to uphold the terms of the Collective Agreement. The Director has regular communications with staff, establishes priorities and goals for staff and the strategies for meeting them; and ensuring ongoing coaching and performance feedback is provided to all staff team members. Provides direct supervision to other members of the management team and all research staff, and other staff as appropriate. Ensures appropriate HR systems and policies are in place. The Director is responsible for ensuring that all aspects of the organization are adequately staffed.

**Governance & Reporting:** The Director provides coordination, communication and reporting to the BC Steering Committee and ensures national board members have all the necessary documentation they need to make decisions and provide good governance. The Director supports the BC steering committee in regular review of CCPA-BC governance practices and the recruitment of new Steering Committee members. The BC Director participates in management and governance of the larger CCPA organization with other offices and their directors.

## QUALIFICATIONS AND COMPETENCIES

### Overall abilities, knowledge and background

As Director of a research institute, this position brings intellectual and organizational leadership to CCPA-BC and requires a strong academic background (graduate degree in a relevant social science discipline). The Director must possess excellent skills as a researcher, writer, editor and communicator. The Director is responsible for supervising the research work of others, and thus requires very strong skills in research methods, social science theory, and an ability to structure and frame research projects. As Director of a progressive public policy research institute, the position requires a solid background in progressive political-economy, a comprehensive understanding of a broad range of public policy areas, and knowledge of federal-provincial policy making in Canada.

The position requires a strong capacity for problem-solving and decision-making, and demonstrated strategic instincts. A broad understanding of politics and social movements in BC is also necessary, and knowledge of many of the organizations and leaders in these areas is an asset. A demonstrated long-term commitment to social justice is essential.

The Director must have excellent relationship skills -- able to represent CCPA-BC effectively and credibly in a wide range of contexts and with people from many different backgrounds.

### Communication skills

Exceptional written and verbal communication skills are mandatory in this position in order to provide direction to research and communications work, oversee research projects, and to make reports or proposals to a wide variety of funders and organizations. A component of communication in this position is public speaking and media work, and the ability to represent CCPA-BC as a reputable research organization. The Director must be a solid and effective writer, able to author newspaper opinion pieces and research papers.

**Workplace leadership & HR**

Demonstrated ability to foster a healthy, accountable, positive workplace culture. Commitment to equity in the workplace, and to transparent decision making. The Director must have strong skills in identifying staffing needs, and in providing staff with clear, goal-oriented direction. The Director must be able to maintain the confidence of the overall staff team, supervise and coach staff, address tensions or performance problems effectively, and ensure a respectful workplace. In keeping with the open management style of CCPA-BC, the Director must also be willing to disclose financial and other information to staff (except in instances where doing so would be inappropriate or harmful). Knowledge of unionized workplace labour relations rules and practices is an asset.

**Organizational management**

Effective administrator with demonstrated ability to supervise financial management and related processes, including developing budgets and financial projections. Ability to ensure high-level strategic effectiveness of a complex organization and to delegate while maintaining an appropriate grasp of all areas of the operation. Experience in non-profit management and governance is required.

**Other**

Comfortable and adaptable with standard office computer systems and software.