



# Ignite Change, Defend Freedom: Lead the Canadian Civil Liberties Association!

Are you ready to champion the rights and freedoms of all people in Canada? The Canadian Civil Liberties Association/Canadian Civil Liberties Education Trust (CCLA/CCLET) is seeking a visionary trailblazer to spearhead our mission and defend fundamental rights and freedoms across the nation.

As our new Executive Director, you will:

- Harness your passion for civil liberties and human rights to shape Canada's future
- Leverage your diverse life experiences to tackle pressing social justice issues
- Inspire a dedicated team of experts and cultivate strategic partnerships
- Navigate complex challenges with grace, wisdom, and unwavering resolve

If you're ready to be the face of Canada's premier civil liberties organization and lead the charge in defending the rights of all people in Canada, we want to hear from you. Join us in shaping a more just and equitable future for our country.

## More About CCLA/CCLET

The Canadian Civil Liberties Association (CCLA) is Canada's national human rights and fundamental freedoms organization. We have been fighting for civil liberties, human rights and basic democratic freedoms since 1964. CCLA regularly argues before all levels of court, testifies before legislatures, advocates through all media, and engages in activism, education, and outreach across the country to uphold dignity and fundamental rights for all people in Canada. We work to actively fight against injustice, such as racial profiling by police, privacy invasions by government, prolonged solitary confinement, abortion access restrictions, unfairness in the criminal system, and restrictions on freedom of expression. Along with the American Civil Liberties Union, CCLA is a member of INCLO, a network of 15 independent, national human rights organizations around the world.

The Canadian Civil Liberties Education Trust (CCLET) is a non-profit research and public educational organization created in 1967 by the Canadian Civil Liberties Association (CCLA). CCLET supports the belief that those who understand and think critically about their rights and responsibilities are better prepared to live as global citizens. CCLET's programs encourage learners to engage with and think critically about diverse perspectives, so that they may actively participate in our democratic processes — and make Canada a better, more inclusive place for all.



## Our Work

You will work with a small but mighty team around these five core areas of work:

- **Equality** - which includes equity, diversity, and inclusion – recognizes that every person is equal in value and worth, and each is deserving of fairness, dignity and rights
- **Fundamental freedoms** - allow individuals and groups to express themselves, to believe and practice what they choose, and to exercise their right to vote.
- **Criminal justice** - we work to ensure that constitutional rights are respected at every step of the criminal justice system, and that the extraordinary powers conferred to police and criminal courts are used proportionately, fairly, humanely, and only when necessary.
- **Privacy** - we bring a principled and rights-focused approach to assessing the impact of new technologies and surveillance, in areas ranging from policing methods to people's public and private lives.
- **Education** - CCLA & CCLET provide free in-person and virtual workshops across Canada in classrooms ranging from kindergarten to graduate school, faculties of education, and community-based settings, educating a diverse range of individuals and communities about their rights and freedoms.

## The Ideal Candidate:

You are a charismatic force of nature, equally adept at rallying supporters and engaging with stakeholders at the highest levels. Your professional demeanor is matched only by your ability to inspire trust and confidence in others. With a keen understanding of the civil liberties landscape and a demonstrated commitment to fundraising, you're poised to elevate the CCLA/CCLET to new heights.

## The Role

The position will perform the following key responsibilities:

- Day-to-day leadership and operations management, including compliance, governance, policy development, and oversight of the organization's financial health
- Team stewardship and development
- Fundraising and advancement initiatives
- Overseeing organizational compliance with laws and regulations
- Media representation and public engagement
- Strategic planning and implementation
- Board liaison and reporting
- Overseeing legal strategy and organizational risk management



## Key qualifications, competencies and attributes for the role:

- **Demonstrated expertise in civil liberties, constitutional law, and human rights legal frameworks:** proven ability to navigate complex legal concepts related to civil rights and freedoms; in-depth understanding of constitutional protections and their practical applications; familiarity with national and international human rights frameworks and legislation; and the capacity to apply legal knowledge to organizational strategy and decision-making
- **Strategic vision:** have a strong foundation in legal knowledge and the ability to apply it strategically; demonstrate sound judgment in legal matters; big picture thinker who can anticipate long-term issues
- **Problem-solving and decision-making skills:** analyze complex situations and provide practical solutions; make timely and effective decisions, often under pressure
- **Communication and interpersonal skills:** strong written and verbal presentation skills; possess high levels of emotional intelligence and cultural awareness and can clearly articulate complex legal concepts to non-legal stakeholders. This includes adapting communication style to be accessible and respectful of different cultural norms, using inclusive language, and fostering an environment where all voices are heard and valued
- **Drive and leadership:** the ability to motivate and inspire the team; committed to continuous improvement and leading by example, in particular:
  - experience in executive talent management strategies
  - ability to attract, retain, and mentor top legal and executive talent
  - skill in performance management and succession planning
- **Financial acumen:** a thorough understanding of operations, goals and strategy of not-for-profit organizations and the not-for-profit sector; ability to review financial statements, track budgets, and deliver sound financial performance against articulated and unarticulated goals
- **Tech-savvy:** proven ability to leverage technology for organizational advancement
- **Ethical leadership and integrity:** maintain the highest standards of integrity and ethical behaviour; act as the conscience of the organization and guide on ethical issues
- **Relationship building:** build and maintain strong relationships; develop trust and credibility with the staff, board, donors and stakeholders; fostering collaboration with ease and charisma both inside and outside the organization
- **Demonstrated commitment to fundraising:** meeting or exceeding annual fundraising goals, securing financial support from diverse sources, including foundations, corporations and individual donors
- **Unwavering commitment:** to civil liberties, social justice and DEI values
- **Bilingual:** facility in both English and French is a strong asset

While these are the criteria against which candidates will be assessed, we recognize that it is unlikely that a single candidate will possess all of these qualifications and competencies.

Traditionally, CCLA and CCLET have had leaders who are lawyers and have an LL.B. or J.D. degree from an accredited law school. The organization, however, is open to

receiving applications from exceptional non-lawyer candidates so we can consider a wider range of talented individuals who are passionate about civil liberties and social justice.

## **Compensation and Benefits**

**Salary Range:** \$170,000 to \$200,000, commensurate with experience.

### **Health and Wellness:**

- Comprehensive health and dental coverage for you and your family

### **Work-Life Balance:**

- 3 weeks of paid vacation to recharge and pursue personal interests
- Additional office-closure times to supplement paid vacation
- Flexible work arrangements, including remote work options and adjustable hours

### **Professional Development:**

- Annual professional development allowance
- Opportunities to attend industry conferences and networking events

### **Additional Perks:**

- Car parking
- Paid memberships to professional associations

## **Diversity, Equality and Inclusion Statement**

In keeping with CCLA's ongoing efforts to represent the diversity of our communities, we are committed to taking proactive steps to provide and create opportunities for historically marginalized groups. We strongly encourage qualified candidates from Indigenous, Black and other racialized communities, 2SLGBTQI+ people, individuals with disabilities, and other members of marginalized communities to apply. You are invited to self-declare in the hiring process. This self-declaration information can be factored into recruitment and selection decisions to address our ongoing commitment to representation, diversity, equity and inclusion.

We recognize that structural barriers shape experiences and job qualifications and encourage people to apply even if they feel the position would be a stretch.

### **How to Apply:**

Please address your application to Simron Singh, Chair of the Board, and send a cover letter, detailed resume and any references, in confidence, to [hr@ccla.org](mailto:hr@ccla.org) by **Sunday, March 16, 2025**.

We will review applications as they are received.

Please refer to "Executive Director" in the subject line.

## **The Interview Process**

Please notify us if you require accommodation at any time during the recruitment process.

### **Location:**

CCLA's office is in midtown Toronto, but we are open to remote work arrangements.

*We thank all applicants for their interest, but only those selected for an interview will be contacted.*