



Executive Director, Permanent Full-time

Location: Centre for Race and Culture office, Edmonton
Salary: Depending on education and experience
Hours: 35 hours per week, some working from home can be arranged
Monday – Friday, occasionally required to work evenings / weekends

Applications Closing Date: September 14, 2022 (5:00 pm)
Start Date: As soon as a suitable candidate is found

The Centre for Race and Culture (CFRAC) works to promote and support individual, collective, and systemic change to address racism and encourage intercultural understanding. Our expertise spans workplace development, community building, research, and education. You'll be doing work that matters alongside our diverse staff, board, and membership, supporting social and systemic change to create an inclusive society free of racism and discrimination.

The Executive Director assumes a key leadership position and holds responsibility for operationalizing the strategy approved by the Board of Directors, overseeing the daily operations of the organization, and providing executive direction in all areas related to program delivery and effectiveness. This is achieved by successfully implementing the organization's programs and initiatives, maintaining sound fiscal management, and managing the organization's people resources in a values-based manner.

KEY RESPONSIBILITIES:

- Strategic Planning and Leadership - Sets organizational goals and outcomes, in collaboration with the Board of Directors and evaluates and monitors the progress of these goals and outcomes.
- Program and Consulting Delivery - Monitors timelines and ensures deliverables are met and delivered on time.
- Operational Planning and Management - Oversees the day-to-day operation of the organization in an efficient and effective manner.
- Public and Media Relations - Represents the organization and increases awareness by being the spokesperson and liaison with local media.



- Advocacy and Engagement - Builds strong working relationships with stakeholders, promotes awareness of systemic racism and equity approaches through events, campaigns and workshops.
- Financial and Risk Management - Manages and protects the organization's exposure to financial, operational, and reputational risk.
- Fundraising and Fund Development - Oversees fundraising activities, prepares grant proposals and reports, develops the annual fund development strategy (e.g., developing relationships with donors for long-term organizational benefit) and provides fund development oversight.
- Human Capital Management - Oversees and manages the organization's people resources, including staff, contractors, and interns.

DESIRED QUALIFICATIONS:

Knowledge & Skills

- Excellent knowledge of anti-racism theory and practice - specifically in relations to intersections of anti-racism, diversity, power, privilege and anti-oppression - demonstrated by education and experience.
- Bachelor's degree in Social Sciences, Cultural Studies, Humanities, Political Science, Education or other relevant fields. An advanced degree is preferred.
- Excellent critical analysis skills, verbal and written communication skills in multiple media formats (i.e., presentations, media interviews, articles for the public, briefing notes, etc.).

Experience

- Demonstrated experience increasing awareness and/or mobilizing action on anti-racism, cultural, and social justice issues with a diverse group of stakeholders.
- Successfully collaborating with culturally and racially diverse teams to deliver agreed-to outcomes.
- Demonstrated experience in establishing and maintaining partnerships with a broad range of ethno-cultural organizations, other service providers, and stakeholders.
- Experience creating a psychologically safe, trusting and respectful relationships with Indigenous, Black, Racialized, Immigrant, *2SLGBTQIA+ and other communities and stakeholders.
- Experience managing financial budgets, complex projects, and strategic planning.
- Minimum 4 years' of progressively responsible senior leadership experience leading people, managing resources, and stewarding an organization.
- Minimum of 2 years' of grant and proposal writing experience.



Behavioral Competencies

- Supportive and empowering of stakeholders who are at all levels of understanding of the field.
- Work effectively and respectfully with diverse communities.
- Is self aware and understands themselves, their impact on others, and is readily able to change as the situation requires.
- Political acumen to successfully navigate relationships with different levels of government and key stakeholders.
- Values-based leadership that is demonstrated, practiced and grounded in their own core values.
- Authentic leadership demonstrates accountability, compassion and transparency.
- Focus on outcomes and plan for results.
- Agility – function as a role model and demonstrate how to effectively adapt their approach and work through change, even in times of uncertainty.

APPLICATION SUBMISSION DETAILS:

Your application will be assessed based on how strongly your identified qualifications meet the criteria in the job posting. The successful candidate will be required to provide references and undergo a satisfactory police information check prior to the commencement of employment.

If you meet the qualifications and are passionate about working towards an inclusive society free of racism and discrimination, then we welcome you to send your resume and cover letter to badabconsultinginc@gmail.com by September 14, 2022 (5:00 pm), with “Executive Director” in the subject line. BadaB Consulting Inc. is our contracted HR service provider.

Only those qualifying for an interview will be contacted. Thank you for your interest in the position.