



Co-Executive Director of Development, Communications and Membership

Job description

The Canadian Council for Refugees is a national non-profit umbrella organization committed to the rights and protection of refugees and other vulnerable migrants in Canada and around the world and to the settlement of refugees and immigrants in Canada. The membership is made up of organizations involved in the settlement, sponsorship and protection of refugees and immigrants. The Council serves the networking, information-exchange and advocacy needs of its membership.

The CCR was created in 1978 and has grown steadily since then. It has come to be recognized as a key advocate for refugee and immigrant rights in Canada, educating the public and putting issues onto the national agenda.

Summary of the position

Reporting to CCR's Executive Committee, the **Co-Executive Director of Development, Communications and Membership** is a part of an exciting new senior leadership team at the CCR which is structured as a tri-partied Co-Executive Directors, each functioning as lead subject matter experts of their portfolio of responsibilities. The Co-Executive Directors seek the input and agreement of their peers, striving for consensus in decisions impacting the whole of the organization. While individual CCR team members will report to individual Co-Executive Director's, cross-organizational collaboration is vital for the success of the CCR.

The CCR is led by an Executive Committee and pursues issues primarily through three Working Groups. The CCR's policy base is established through resolutions adopted in the General members' assembly at annual meetings, as well as in consultation with the Executive Committee, Working Group Co-Chairs, Working Group Steering Committees, and members with relevant expertise. The Co-Executive Director of Development, Communications and Membership designs and oversees the implementation of the annual development communications and membership plans. They are responsible for initiating and maintaining partnerships with government and philanthropy as well as cultivating and nurturing

- **Job description**

relationships with a diverse, cross-country individual donor and member base. They collaborate with the Co-EDs in the development of strategic messages and campaigns.

They contribute to the organizational culture through co-creation and enactment of policy, participation in staff and executive meetings and retreats, and involvement in opportunities across the sector that further the mission of the CCR.

Collaborative management responsibilities:

- Collaborate with Co-EDs in overseeing and implementing the strategic plan, operational plan, and annual budgeting process;
- Collaborate with co-EDs to oversee and support the staff team;
- Co-facilitate staff meetings, get input from staff regularly;
- Attend Executive meetings and provide regular updates and reports;
- Contribute to an empowering, equitable and just work environment;
- Apply CCR values in all decisions and actions.

Core responsibilities and accountabilities:Development

- Collaborate with, support, and oversee the Development Staff Team
- Develop and implement a fundraising and grants strategy (foundations, corporations, individual giving, planning giving, etc.)
- Ensure strong relationships with relevant government agencies and funding opportunities, and apply for grants when possible;
- Create solicitation materials, case statements and write funding applications;
- Analyse and segment existing donor database for the purposes of implementing upgrading campaigns;
- Communicate to current and potential donors all relevant information regarding the impact of CCR's actions and report to them with integrity and transparency;
- Oversee the maintenance of the registered charity status and proper issuance of tax receipts, in close collaboration with accountant/bookkeeper;
- Stay on top of trends and professional development opportunities in the sector, and ensure ongoing professional development opportunities for the Communications Coordinator.

- **Job description**

Communications

- Collaborate with, support, and oversee the Communications Staff Team;
- Initiate and implement the annual communications plan with the Communications Coordinator;
- Collaborate with Communications Staff team to produce content for members, funders, stakeholders, and the greater public;
- Oversee the management of an accessible, engaging, and evolving website;
- Oversee the implementation of innovative social media-based communications and campaigns in partnership with the Co-ED of Policy, Programming and Government Relations;
- Liaise with media and develop relationships with key journalists and media outlets;
- Work with member organizations to shine the light on the sector, and to mobilize stakeholders to take action in key areas.

Membership

- Collaborate with, support and oversee the Membership Staff Team;
- Provide leadership and vision related to membership in line with the strategic plan;
- Explore possible avenues for growth and development of membership;
- Provide vision and guidance for all aspects of membership cultivation, satisfaction, engagement retention;
- Ensure representation and involvement from a diversity of stakeholders across the membership (regions, demographics etc.).

Qualifications and Skills:

- 3-5 years of experience in fundraising and communications in the non-profit sector
- Familiarity with fundraising tools and CRMs (e.g. GrantConnect and Keela)
- Proven track record of strong compassionate leadership
- Commitment to a highly collaborative work environment: Exceptional ability to foster a collaborative and open-door culture with Co-leads, staff, the Executive Committee and Working Groups
- Strong research, writing and communication skills; ability to explain complex issues in an accessible, engaging way, to synthesize information
- Proven ability to plan, prioritize, implement, oversee, and coordinate multiple projects simultaneously
- Demonstrated commitment to human rights, social justice, and anti-oppression

- **Job description**

- Proficiency in Microsoft Office, and ability to work with various software
- Excellent written, verbal, and interpersonal communication skills in both English and French
- Lived experience as a refugee / migrant / immigrant / non-status person is a major asset

Core Competencies

- Relationship development skills
- Initiative and creativity
- Facilitation and collaborative engagement
- Applies an anti-oppressive, antiracist lens into all aspects of their leadership
- Strong interpersonal and communication skills
- Highly articulate, with exceptional team-building skills
- Enjoys mentoring people and helping to achieve agreed upon goals.
- Ability to work well under pressure, independently or as part of a team
- Active listener, with a collegial management approach
- Creative and strong leadership skills, internal and external

Working Conditions:

- 35 hours a week
- Salary range: \$75,000 to \$85,000
- Based in Montreal
- Work in a shared office environment with flexibility given for remote work
- Three weeks of vacation time in the first year of employment
- Access to Group Insurance as well as VRSP Program
- Paid Personal & Sick Days

Application Process

CCR encourages applications from refugees, immigrants, people of color, indigenous and 2SLGBTQIA+ people.

To be considered, candidates are encouraged to send a cover letter and CV to recruitment@ccrweb.ca by January 17, 2023. Position will remain open until filled. We welcome all applications but regret that we are only able to respond to applicants invited for an interview. If you have any questions, we encourage you to reach out!