



Canadian Black Policy Network

2022 Call for Co-Executive Director

As the Network continues to expand, the CBPN is looking to bring on a Co-Executive Director to support implementing the organization's mandate and managing its day-to-day operations.

About

Born out of the inaugural November 2019 Toronto Black Policy Conference, the Canadian Black Policy Network (CBPN) is a non-profit organization dedicated to creating a network across Canada of individuals and organizations interested in addressing issues that impact Black communities through policy. The CBPN is committed to providing collaborative and innovative spaces and events (including workshops, training sessions and the successful biennial Toronto Black Policy Conference) to enhance the engagement of Canada's Black communities in the public policy process and to support the exploration of public policy's impact on those communities, with interested Black groups and allies.

As we continue to expand the Network, the CBPN is looking to bring on a Co-Executive Director to lead the organization and manage its operations. Please note that this role will be held for a one-year term and is temporarily on a part-time volunteer-basis.

Co-Executive Director (1 position)

As the Co-Executive Director, you will work alongside the current Co-Executive Director and will be responsible for managing the overall operations of the Network, including strategic and operational planning.

How you will contribute:

- Oversee the Executive Committee of directors with various portfolios to lead the development of the Network in the areas of research and policy, programming, communications and marketing, finance and partnerships
- Oversee and implement appropriate resources to ensure that operations of the organization are achieved
- Oversee program and project funding proposals

- Lead the development of an oversight body that will provide advice and stewardship of the overall activities of the organization (e.g., Board of Directors, Advisory Council)
- Onboard oversight body and staff to ensure that the organization mission is fulfilled through programs, strategic planning and community outreach
- Oversee and manage relationships with partners and stakeholders from key jurisdictions such as federal, provincial and municipal governments, as well as public and private institutions
- Staff director vacancies, including the development of job postings and conducting interviews

Key Skills & Competencies

- A minimum of 2 years experience in managing and/or supervising teams
- Experience in strategic planning and organizational planning
- Experience in building relationships with government, public and private institutions, as well as grassroots and community-focused organizations
- Highly developed oral and written communication, problem-solving, and multitasking skills
- Research facilitation experience in settings such as conferences, seminars and round-table meetings
- Expertise in Microsoft Office programs (Word, Excel, PowerPoint, etc.)
- Ability to organize, prioritize, and work efficiently under pressure and amid changing priorities
- Excellent relationship building competencies with internal and external stakeholders
- French/English bilingual skills is an asset



Education

- Bachelor's degree in a related field (e.g., social science, public administration, social work, economics)
- Masters degree in Public Policy/Public Administration is a strong asset

To apply, please submit your resume and cover letter to info@cbpn.ca using the subject line, “CBPN Executive Director”. Please send your application to info@cbpn.ca no later than Monday, February 28, 2022 by 11:59pm EST. Interested individuals from across Canada are strongly encouraged to apply. Only candidates selected for an interview will be contacted.

Should you have any questions throughout your application process, please do not hesitate to contact us at info@cbpn.ca.

We look forward to receiving your applications.

The Canadian Black Policy Network