

# Director of Advancement – Canadian Civil Liberties Association

Canada's national human rights organization is seeking a lead for our Advancement team to support our small but mighty non-profit that stands up for the rights and freedoms of people across Canada.

## **Please note:**

1. Ideally full-time, we are open to flexibility around hours, and hybrid work arrangements.
2. Applications will be considered as they are received. The deadline for applications is August 8<sup>th</sup>, 2022.

## **About the CCLA**

The [Canadian Civil Liberties Association](#) is Canada's national organization fighting for human rights and fundamental freedoms since 1964. CCLA intervenes in Canadian courts, testifies before legislative bodies, advocates through media, and engages in activism and outreach across Canada to protect the dignity and rights of people, and to ensure the *Canadian Charter of Rights and Freedoms* is upheld. Our long history of defending rights includes: fighting for reproductive justice and abortion access; protecting the right to protest; fighting racial profiling; standing up for the rights of prisoners; and fighting for freedom. We believe it is imperative to take a stand against injustice and oppression. We work to actively fight against unjust laws. Along with the American Civil Liberties Union ([ACLU](#)), CCLA is part of a network of 15 independent, national human rights organizations around the world.

## **The Opportunity**

We are currently looking for a Director of Advancement. You will have an opportunity to create, build, and implement our advancement strategy, focused on major gifts, along with our Executive Director. CCLA is in a period of growth, and you will be part of this.

**We are very willing to create a highly flexible work arrangement with the hired candidate. This may include working less than full-time.**

The current Advancement Department includes an Annual Fund Manager, and a Gift Processing Coordinator. The Director also has access to an outsourced media relations team, and a highly engaged Executive Director and Board.

The successful candidate will work closely with and report to the Executive Director as part of a small but excellent team of staff and volunteers, and will be the driving force behind the fundraising efforts of the CCLA.

## **Key Responsibilities - Management & Fundraising**

- You will work closely with the Executive Director to identify, manage and solicit a portfolio of major gift prospects. You will also lead the development and implementation of stewardship strategies and practices for all fundraising programs.
- A high-level fundraising strategy was developed externally in 2021. You will take this document and fully build and implement it. This will include first and foremost growing the Major Gifts program, determining the appropriate goals and metrics for fundraising programs, monitoring and reporting on progress against goals, and on the key activities of fundraising programs, initiatives, and staff.
- You will be accountable for all fundraising activities, including major gifts, monthly giving, corporate giving, foundation support, community giving, planned giving, e-philanthropy and events.
- Work with program staff to articulate funding priorities and understand the programmatic work of CCLA and leverage that to ensure full integration and coordination of their programs to maximize donor engagement and fundraising results.
- Use best practices in donor reporting and emerging technology to demonstrate the impact of giving to steward all donors.
- Liaise with the Annual Fund Manager, media relations team and CCLA team members to ensure that our communications are integrated with our advancement strategy.
- Uphold calendar of activities, goals, evaluation, budget, timelines, events, and other important dates.

### **Key Qualifications**

- A combination of education, work and volunteer experience, and lived experience that demonstrates a commitment to fundraising as a tool for social justice.
- 5 to 10 years of successful Major Gift fundraising experience, and a working knowledge of planned giving, annual giving, events, corporate giving, and grants.
- Experience in leading a team of Advancement professionals.
- A track record of getting things done and generating results with limited resources.
- Exemplary planning, multi-tasking and time management skills; you meet all deadlines
- Proficiency with Office 365, Constant Contact, WordPress, Little Green Light (or equivalent donor database), and Canva.
- High-level verbal and written communication skills.

### **Salary**

Salary for this position will be based on the successful candidate's qualifications and experience, including lived experience. The range is from approx. \$110-130,000 for a full-time position.

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

In keeping with CCLA's ongoing efforts to represent the diversity of our communities, 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 also 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 diversity, equity and inclusion.

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

**How to Apply:**

We look forward to hearing from qualified candidates for this fantastic opportunity. To apply, please address your application to Noa Mendelsohn Aviv, Executive Director and General Counsel, and send the cover letter, detailed resume and any references, in confidence, to: [hr@ccla.org](mailto:hr@ccla.org). While our **application deadline is August 8<sup>th</sup>, 2022**, we will review applications as received, and will keep the position open until it is filled.

Please refer to “**Director of Advancement**” in the subject line.

**The Interview Process**

Most of the interview process will occur remotely. Please notify us if you require accommodation at any time during the recruitment process.

**Location:**

CCLA’s office is located in midtown Toronto. This position offers the right candidate significant flexibility for hybrid work.