



## JOB DESCRIPTION | Chief Administrative Officer (CAO)

### The Canadian Race Relations Foundation

The Canadian Race Relations Foundation (CRRF) was created in 1996 to reaffirm the principles of justice and equality for all in Canada. The CRRF's mandate is to facilitate throughout Canada the development, sharing, and application of knowledge and expertise to eliminate racism and all forms of racial discrimination in Canadian society.

The CAO is accountable for the planning, direction, organization, implementation, and monitoring of extensive activities, including financial management, IT management, human resources management, administration, and business operations.

#### Position Summary

<b>Job title</b>	Chief Administrative Officer (CAO)
<b>Job classification</b>	Non-Unionized
<b>Employment Status</b>	Fulltime salaried contract until March 31, 2025
<b>Hours</b>	35 hours per week Ability to travel and attend weekend, early morning and evening meetings as required
<b>Work location</b>	GTA area; Hybrid work setting, may work on site as required
<b>Salary</b>	<b>\$123,627- \$144,232 per annum.</b>  CRRF offers a comprehensive benefits package, which includes three weeks of vacation, two Personal Floating Days, sick days and 4% of annual income towards RRSP plan, and life, disability, medical and dental care insurance.
<b>Probationary Period</b>	6 months.

#### Responsibilities:

- Participates and assists the CEO and Chief of Staff to engage the Board in shaping the vision of the future, actively soliciting input on key priority issues, and formulating recommendations for consideration by the Board.
- Participates and assists the CEO and Chief of Staff in developing and implementing long and short-term strategies and goals to ensure the organization fulfills its mission while balancing the needs and resources of the organization.
- Participates in Board meetings as a senior staff member and presents at various Board Committees as necessary
- Nurtures and sustains close, productive relationships and collaborations with key donors, colleagues and associates who are in a position to advance the mission.
- Participates and plays a role in the establishment of the strategic and operational plans for the corporation.
- Represents the corporation on several bodies, task forces and consults with senior officials at the federal and provincial levels of Government to seek solutions in the area of finance and administration, for the cooperative exchange of information related to the Corporation.
- Supporting with the Corporate Secretary, in the delivery of board governance related work and strategic planning.
- Provides leadership and oversight to senior management on financial, administration and corporate services.
- Collaborates to lead these various teams and oversee that the operations in a highly complex and changing environment.
- Directs the analysis, evaluation, planning, development, production, and delivery of corporate services to ensure the effectiveness of the foundation.



- Establishes and approves all services, policies, and procedures necessary to support administrative, financial and human resources controls and effectiveness with compliance to the regulatory environment of a Crown Corporation.
- Develops and controls the long-range planning and operation of the corporate services activities in line with strategic objectives, the mandate, and board direction.
- Identifies, obtains, manages, leads, and controls the corporate service functions and sets goals, objectives, and priorities for their staff.
- Supports the foundation by reviewing work plans and periodic financial forecasts related to the management of financial and human resources plans and activities.
- Is a key member of selection boards in the staffing process for senior management positions.
- Supports and implements CEO's vision of organization structure.
- Establishes strategies and multi-year plans according to corporate objectives and in response to, Board direction, and the Corporation's mandate.
- Establishes a reporting framework to produce the right financial and human resources information, at the right time for management and the Board.
- Develops key strategies as required and supports the development of partnerships that are critical to the achievement of key strategic goals.

**Directs the planning, development, management, evaluation and control of corporate services through key staff:**

- Oversees the development of the Foundation's annual budget for Board approval
- Assist the CEO and Chief of Staff in the development of the Foundation's annual Business Plan for Board approval.
- Establishes effective communications relationships with the Department of Canadian Heritage on Board business plans /submissions.
- Leads the Foundation's compliance and response to the Federal Privacy legislation requirements.
- Oversees with the Director of Finance and Administration the Foundation's responses to any Parliamentary Questions.
- Leads the Foundation's compliance and response to Access to Information legislation and requests.
- Leads the Foundation's Corporate Services team.

**Leads, with the Human Resources Advisor the Foundation's effective management of Human Resources:**

- Leads the Collective Bargaining process as Management's representative.
- Is the key senior liaison for Union/Management dialogue.
- Is responsible for the Foundation's compliance to the Canada Labour Code
- Is responsible for the Foundation's compliance to the Official Languages Act
- Is responsible for the Foundation's compliance to the Pay Equity Act
- Is responsible for the Foundation's compliance to the Accessible Canada Act
- IS responsible for the Foundation's approach to hybrid work.
- Ensures adequate training for Health and Safety and Violence Prevention in the workplace.
- Provides leadership to the staff to create an environment that will stimulate and motivate them to contribute their maximum to the realization of goals and objectives.
- Identifies, obtains, and manages the material and financial resources and plans.
- Conducts strategic and operational planning and ensures that goals, objectives, and performance measures are met for their staff.

**Leads and oversees the Foundation's management of resources and internal control mechanisms for the proper record keeping and safe guarding of assets :**

- By assisting with the identification of key risks to the Corporation and the development of risk mitigation strategies.
- Responsible for all contracts for the Foundation
- Prepares or reviews all requests for proposals and participates as a selection committee member as needed



- Assists the leadership team in implementing their business plan items by providing effective advice on procurement and delivery tools
- By overseeing all aspects of the Foundation's IT infrastructure to ensure the Foundation's information is safeguarded and staff have reliable effective IT tools and systems
- By overseeing the real property (lease) of the Foundation to ensure the physical spaces are effectively managed and support on site teams
- Develops Foundation policies and ensures the proper financial controls and checks are in place for compliance to Foundation policies and relevant legislation
- By overseeing an Internal Audit program
- By overseeing the annual Attest Audit by the Office of the Auditor General
- By ensuring that quarterly financial statements and year-end financial statements are completed on time and in compliance with accounting standards
- By ensuring that regulatory reports such as the Annual Report, Report on Official Languages, Report on Multi-Culturalism and Employment Equity have received input and or are completed on time
- Maintains effective ongoing dialogue with all Directors.

#### **Qualifications:**

- Post-Secondary education in a relevant discipline, (e.g., Business, Finance, Administration) Graduate degree or an equivalent combination of education and 10 to 15 years' experience in a similar or like organization.
- Solid understanding of the Federal Government's financial and accountability regimes, with a willingness to learn and adapt to the unique requirements of Crown Corporations.
- Extensive experience in racial equity, discrimination, and diversity.
- Experience in senior management roles within a complex organization, with a demonstrated ability to navigate and excel in dynamic and challenging environments.
- Management within a complex, unionized and multidisciplinary institution.
- Experience in collective bargaining and understanding collective agreements.
- Management of Business unit activities.
- Management of highly specialized human resources management to include compensation adherence, performance management, and pay equity.
- Experience managing financial resources and preparing reports and submissions for a large organization.
- Planning, development, implementation, and evaluation of complex operational projects.
- Policy development and strategic planning.
- Expert understanding around Access to Information and Privacy (ATIP).
- General principles of Management, Administration, Accounting, NPO, and Fundraising experience.
- Financial and Human Resources management.
- Facilities management.
- Business operations.
- The incumbent will demonstrate an advanced ability to think strategically and effectively.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

#### **To Apply:**

Please send cover letter and résumé by **March 28, 2023**:

Email: [hr-rh@crrf-fcrr.ca](mailto:hr-rh@crrf-fcrr.ca)

Some essential and other qualifications will be assessed through your application process.



Canadian  
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Proof of eligibility to work in Canada , education, and three professional references from your previous supervisor and coworkers will be requested if you are considered for the position.

Interviews will be held via Zoom. While all applications are appreciated and will be handled in the strictest confidence, only those candidates short-listed for an interview will be contacted. CRRF may cancel, postpone, or revise employment opportunities at any time.

CRRF values diversity and is committed to fostering an environment of inclusion and cross-cultural sensitivity. We encourage applications from Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities.

We accommodate people with disabilities throughout the recruitment and selection process. Please indicate your need for accommodation in your application.