

CANADIAN CENTRE FOR ETHICS IN PUBLIC AFFAIRS

Position Description

Executive Director

February 2009

The Executive Director has overall responsibility for the leadership, and advancement of the work of the Centre, under the policy governance direction of the Board. Specific requirements include:

- **Relationship Building:** Actively build and sustain relationships with key supporters, partners, and participants; solicit feedback and input on programs and services and the future directions of the Centre.
- **Program Development:** Pursue CCEPA's mission to explore exciting, provocative, and compelling issues, which engage the Centre's target audiences and provide opportunities for dialogue.
- **Research:** Pursue opportunities to initiate support advance, and disseminate research in ethics in public affairs.
- **Strategic Planning:** Update the Strategic Directions as necessary and use it as framework for the Business Plan.
- **Business Planning:** Update the three year business plan as necessary and use it as a framework to structure annual operations.
- **Revenue Development:** Work with the Board, identify and pursue opportunities for revenue generation and development from individual, institutional and corporate sources.
- **Board Support:** Actively support the work of the Board and its committees.
- **Oversee Centre Operations, including budget and staff:** Ensure the Centre lives within its means and operates within a balanced budget. Oversee the work of staff, who reports to the Executive Director.

Position Profile Executive Director

Role Responsibilities:

Stakeholder relationships – Confirmation, with Board, of CCEPA’s target communities. Actively build relationships within target community, soliciting feedback and input on services and future focus of the Centre.

Research – The preferred model, collaborative research, pushes CCEPA toward certain types of research and additional footing is required in this area.

Program Development – CCEPA will continue to pursue its mission by continuing to explore exciting, provocative and compelling issues, engage audiences, pursue a range of difficult and diverse topics, and provide people with opportunities to challenge and be changed, stay current and relevant.

Business planning – Continue to develop a business model and sustainable business plan that will articulate how CCEPA will respond in a measurable way to the stated needs of the community.

Revenue Development – The Centre has to become more effective at raising and developing revenue in addition to current methods if individual, institutional and corporate support,

Board Support – actively support the various committees of the Board in promoting CCEPA and meeting high impact objectives.

Specific objective may include:

- Promote and coordinate collaboration among the community, business, government and academic communities that CCEPA serves.
- Develop ethical advisory services and training programs reflective of community stakeholder needs.
- Work with researchers to develop research proposals and project relevant to Canada, and to secure grants to carry them out.
- Stimulate and organisation lecture series and workshops on topics relevant to stakeholders and the public.

Candidate Profile Executive Director

A leader - Able to inspire support and confidence. Experienced at developing and delivering desired outcomes and doing so in a manner that demonstrates personal integrity and high ethical values.

A great communicator - Must have superior communication skills, active listening as well as speaking and writing ability. This includes the ability to communicate to large groups and one-on-one, with senior leaders (academic, business, NGO, government), the Board of Directors, grant applicants and grant recipients. The individual should be media savvy. Must be comfortable working with numerous stakeholder groups on complex issues – able to clearly articulate complex and sensitive messages with a variety of audiences.

A “Do-er” – Must have a demonstrated record of accomplishment, and of making things happen. The individual will need to be an action oriented builder, not a maintainer – a self starter with a passion for success.

An entrepreneur – A demonstrated entrepreneurial flair, with an ability to “roll up the sleeves” when necessary

A respected member of the community – Evidence of good knowledge of the community and stakeholders CCEPA serves will be beneficial. Ideally known and respected within the academic, research, or business communities.

A Director – Evidence of successful management and/or administrative experience; ideally in a start up enterprise. The successful candidate will practice and respect a collaborative management style consistent with the needs of our communities.

A relationship builder – Has the facilitative skills to integrate participants from business, government communities, religious organizations, academia and other non government organizations in collaborative teams. Should excel at managing and leading various stakeholder groups, including, but not limited to, a variety of governmental ministries, the academic community, NGOs and private industry.

A Revenue developer – Experience generating revenues and support for an organisation or cause would be considered an asset. A demonstrated understanding of the research grant and funding process would also be highly beneficial.

Specific subject matter understanding – Direct experience in corporate governance, ethics, diversity, human rights, and environmental stewardship would be desirable; a sincere interest in issues of an ethical nature if imperative. A track record of success in both the public and private sectors would be a definite asset.

Program/service delivery experience – A demonstrated track record in the development of programs would be beneficial.

Bilingualism would be an asset.