



## **Position: Director of Operations and People, Full Time, Permanent**

Desired Start Date: Late April, 2021

### **About the position:**

The BCCLA's Director of Operations and People requires a talented person to actively grow the effective operational and internal capacity of our growing organization. This is a full-time, permanent position.

Reporting to the Executive Director and working closely with the full staff team as well as the Board of Directors, the Director of Operations and People provides a leadership role in BCCLA's financial, operational, governance, internal capacity and HR work. We are seeking a poised and professional leader with a strong background in financial management, budgeting processes and endowment management, development of organizational policies, operational infrastructure, managerial experience, knowledge of and interest in human rights and civil liberties issues, and a deep commitment to equality, justice, and freedom. The successful candidate will show leadership, good judgement, and strong ethics.

The BCCLA is committed to ensuring that equity, diversity, and inclusion are priority considerations, including in building a workplace that honours the particular experiences and expertise of communities marginalized through state violence and social oppression. The BCCLA strongly encourages applications from all qualified Indigenous people, Black people, people of colour, immigrants and refugees, working class people, and LGBTQ+ people. Applicants are encouraged to self-identify, should they feel comfortable doing so, in their cover letter and are invited to share how their lived experience would inform their approach and ethics in this leadership position.

This position is normally based at our office in Vancouver at #306-268 Keefer St, on unceded Indigenous lands belonging to the x<sup>w</sup>məθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliiwətaʔ/Selilwitulh (Tseil Waututh) nations.

In light of COVID-19, the option to perform this position mostly remotely is available until distancing measures are lifted; a laptop and access to all required platforms will be provided. As an Operations position, this position does require some regular in-office work, in compliance with WorkSafeBC guidelines for in-office work during the pandemic.

**Applications including cover letter and resume can be emailed to [careers@bccla.org](mailto:careers@bccla.org) and are due by 11:59pm PST on March 9, 2021.**

We anticipate interviews will be conducted by BCCLA staff through video-conference during March 2021, with an ideal start date of end of April 2021.

**Compensation:**

Salary is based on the BCCLA's Salary Structure, with the current salary range for this position at \$67,600-\$93,600. Starting salary in this position is based on experience; we currently anticipate hiring within the \$69,000-\$79,000 range, with room for salary growth over the lifetime of the position. Our competitive benefits package includes extended health and dental plan for the employee, spouse and dependents; four weeks of annual vacation plus an additional one-two week December office closure; a generous sick leave and parental leave policy; and flexible work and time in lieu arrangements.

**About the BCCLA:**

The BC Civil Liberties Association (BCCLA) is a non-partisan, not-for-profit national leader whose mission is to promote, defend, sustain, and extend civil liberties and human rights. The BCCLA is the oldest and most active civil liberties and human rights group in Canada. The BCCLA has been actively advancing human rights and civil liberties through litigation, law reform, community-based legal advocacy, and public engagement and education for the last half century. Though we are based in BC, our work is national in scope with legal interventions and law reform advocacy across Canada.

BCCLA focuses on the relationship between people and the state, and the ways in which the state can limit or advance human rights and liberties. BCCLA's work pays particular attention to the needs of vulnerable individuals and oppressed communities, who would otherwise have difficulty getting redress for violations and limitations on their rights despite being the most susceptible to state regulation and violations of their fundamental rights. We recognize that liberty, dignity and equality are mutually-reinforcing, and that such rights are inalienable and necessary for the flourishing of individuals and human society.

With a mandate that includes work on police accountability, government transparency, democratic rights including freedom of expression, prisoners' rights, patients' rights, privacy rights, surveillance and national security issues, immigration detention, and criminal legal reform, we are one of the most vibrant and visible advocacy groups in Canada. The BCCLA is a small team with a big reach, and we want you to be a part of our work.

**Skills Required**

- Minimum of two years of experience in: financial management, budgeting processes and endowment management, development of organizational and HR policies, and internal operational processes and infrastructure.
- Experience managing complex organizational budgets and financial record-keeping is required;
- Experience administering payroll, employee insurance and benefits plans, ROEs, contracts, and other internal operational record-keeping is required;
- Experience with non-profit and charitable governance is required;
- Experience with developing participatory HR processes and policies is required;
- Well-developed relationship building and interpersonal skills is required;
- Diplomacy, integrity, and commitment; experience managing confidential and/or personal information are required;
- High level of familiarity and effectiveness with online platforms, technology, computer applications, and accounting software;
- Experience supervising, managing and mentoring others is a strong asset;
- Must be extremely well-organized, able to prioritize tasks and meet deadlines, and work independently and as part of a team;
- Ability in languages other than English are assets;
- Passion for civil liberties and human rights issues are strong assets;
- Lived experience of or experience (paid or volunteer) working on issues related to BCCLA's mandate are assets.

## **The Director of Operations and People will be responsible for the following:**

### **Financial Management**

- Works with the Executive Director and Board of Directors to lead the BCCLA's overall financial strategy including:
  - Ensures effective and sound decision making around financial management, cost controls, and financial risk management.
  - Works with the Executive Director to assess and report on financial risks.
  - Works with the Executive Director to develop, oversee and track the organizational annual budget including all revenue and expenses.
  - Works with the Executive Director and Board of Governors to sustain and grow the Association's endowment.
  - Liaise with investment managers and advisers regarding endowment and other funds, with the Executive Director, Board Treasurer, and others as appropriate.
- Works closely with the Director of Engagement and Development and the Engagement Department to track fundraising targets and performance.
- Works closely with all Directors and Executive Director to ensure timely drafting, submission, and reporting of project budgets for all funders.

- Ensures that organizational accounting policies and procedures are followed and work with bookkeeper and accountants to make or recommend refinements as necessary.
- Collaborates with the Operations Manager to:
  - Ensures that bookkeeping and payroll functions are performed effectively.
  - Lead the development and management of the departmental budget.
  - Work with the Board Treasurer regarding financial issues as they arise. Ensures that the Treasurer reviews financial information as per financial policies.
  - Oversee the production and analysis of relevant financial reports, ensuring that they are provided to the Executive Director, Departmental Directors, the Board of Directors, and funders as appropriate.
  - Analyze accounts and regularly reviews financial information with Executive Director and Department Directors responsible for different budget areas.
  - Identify and implement operational and cost efficiencies to ensure a sustainable future for BCCLA's goals, plans and priorities.
- Supports and coaches the Operations Manager to provide oversight to their work to:
  - Ensure that all day-to-day finances including accounts receivable and payable, bank accounts, credit cards, expenses, cashflow, etc. are managed effectively.
  - Ensure the organization's annual audit is effectively carried out.

### **Operations Management**

- Ensures the timely filing of all financial, statutory and regulatory reporting, including filing with the provincial Registrar of Lobbyists, CRA, *Societies Act* etc.
- Undertakes other large-scale projects as required to improve BCCLA's internal systems and operations, such as office renovations, tech infrastructure, new vendors or leases etc.
- Identifies and undertakes Operations networking and learning opportunities, including building relationships with colleagues at other organizations.
- Represents the organization as appropriate at meetings and events, with a focus on charitable and non-profit sector forums (e.g. Imagine Canada and Vantage Point events, consultations re *Societies Act*, changes to charitable sector pension options, etc.).
- Supports and coaches the Operations Manager to provide oversight to their work which:
  - Ensures that our operations are adequately resourced and properly equipped with the required tools, supplies, training and infrastructure to achieve our goals.
  - Maintains relationships with building management and contractors.
  - Oversees relationships with the BCCLA's current vendors, reviewing vendor performance, and negotiating contracts as appropriate.
  - Day-to-day operations of facility and equipment maintenance, ensuring a safe and continuously functional environment.
  - Updates internal/operational policies and procedures.

- Ensures the timely filing of financial and regulatory reporting.
- Ensures that all day-to-day IT functions are effectively managed.

## **Board Governance**

- Ensure familiarity with all governance policies and by laws such as the BCCLA Constitution and By Laws, Elections Rules, Board resolutions on governance, Robert's Rules of Order, Board Expense Policy etc.
- Contribute to Board strategy and planning processes with a focus on financial strategy, resource allocation, capacity planning, and organizational effectiveness.
- Works with the Executive Director and Board President to ensure that the organization's governance processes function effectively including regular and ongoing governance assistance in strategizing key governance issues, planning of Board agendas, Board calendar, Board trainings and implementation of the strategic plan at the Board level, and Executive Committee agendas.
- Supports the Executive Director and Board President in managing governance issues through monthly meetings.
- Acts as a staff liaison and provides staff assistance, including providing board materials and logistical support, for the following Board Committees and Working Groups: Executive Committee, Finance Committee, and Board Development Committee.
- With the Operations Manager, ensures that governance records (e.g. minutes, documents, government filings) are appropriately maintained.
- Support the Operations Manager, who leads in logistics for AGMs and Board elections, including supporting the Engagement Department with venue/tech/travel/food, and in all logistics and preparation for Board meetings, including board packages, board orientation materials, board policies, financial documents, and committee terms of reference

## **Human Resources**

- Ensure workplace understanding and compliance with *Employment Standards Act*, WorkSafe BC, COVID safety protocols etc.
- Ensures that all HR administration and operations including administering payroll, employee insurance and benefits plans, ROEs, contracts, and other internal operational record-keeping is carried out effectively.
- Individual HR decisions generally rest with the Executive Director working in collaboration with Departmental directors and managers. However, the Director of Operations and People will work with the Executive Director and all Departmental Directors to ensure an overall HR strategy and consistency across the Association.

- Provide administrative and logistical support for all HR processes, such as drafting employee contracts, hiring, onboarding, off boarding, exit interviews, evaluations etc. Provides leadership in ensuring effective management and consistency in these processes.
- Ensuring that an updated employee handbook is maintained. Where policies are lacking or require review, work with the Executive Director and Board Executive Committee to identify gaps and support a participatory process of development or revision of policies.
- Ensure that the BCCLA's employee benefits program(s) meet the needs of the organization in a cost-effective manner and, in consultation with the staff team, make recommendations for changes as appropriate.
- Provides leadership in developing internal culture, including by leading staff meetings and leading in the planning and logistics of staff celebrations, seasonal celebrations, and staff planning days.

### **Administrative Responsibilities**

- In accordance with the BCCLA's overall mandate and strategic plan, provide strategic direction to the Association's financial and operational goals, including working with the department to prioritize, coordinate, and implement financial and operational work.
- Facilitate weekly departmental meetings, and planning and oversight of a monthly work-plan and calendar for the Operations department.
- Ensure familiarity and compliance with all BCCLA organizational onboarding documents and office policies.
- Manage the Operations Department budget and uphold the appropriate implementation of the BCCLA's financial and human resources policies.
- Steward the hiring process in the Department and other staff positions as needed.
- Collaborate with the Directors of all departments to ensure the effective management and coordination of the Association's work, including the development of relevant organizational policies and procedures.
- Provide day-to-day support, workload management, professional development, and coaching opportunities for staff in the Operations Department.
- Supervise, onboard, mentor, and evaluate all members of the Operations Department.
- All Directors act as ambassadors for the Association and may represent the organization as appropriate at external meetings and events.

- Director-level responsibilities may include work beyond regular work hours including morning, evenings or weekends from time to time. Director-level responsibilities may also include other responsibilities beyond the job description.

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