



Director of Engagement & Development

Desired Start Date: Late October/Early November, 2022

Application deadline: October 2, 2022 at 11:59pm PST.

Complete applications (see details below) should be emailed to careers@bccla.org with the subject line "Director of Engagement & Development" and are due by 11:59pm PST on October 2, 2022.

A complete application, in one combined PDF, includes:

- **Resume**
- **Cover letter.**
- **Two professional samples** that showcase your ability to succeed in this position. This can include anything from direct mail appeals to grant proposals. These samples should come from your experience (paid or volunteer); we are not requesting that you write new materials to submit with your application.

About the Position:

This full-time (40 hours/week) role requires a talented person to actively grow the fundraising and communications efforts of our organization. You will report to the Executive Director and lead a Department of 3-4 fundraising and engagement staff. The Director of Engagement and Development leads the BCCLA's fundraising strategy and the active implementation of our fundraising program. The Director also leads our communications and supporter outreach programs. We are seeking a poised and professional leader with a strong background in charitable fundraising mixed with strong communications skills, knowledge of and interest in human rights and civil liberties issues, and a deep commitment to equality, justice, and freedom.

This position is based at our office in Vancouver at #306-268 Keefer St, on unceded Indigenous lands belonging to the x^wməθkwəy'əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaʔ/Selilwiltulh (Tseil Waututh) nations.

In light of COVID-19, this position will work partially in-person, in compliance with WorkSafe BC guidelines for in-office work during the pandemic, and partially remotely. A laptop and access to all required platforms will be provided.

We anticipate interviews will be conducted by BCCLA staff through video-conference in October.

What We Offer:

Compensation: Salary is based on the BCCLA's Salary Structure, with a commitment to wage parity across director-level positions within the organization. The starting salary for this position is \$76,000-\$78,000 per annum.

BCCLA also offers a holistic and competitive work package:

- Room for salary growth over the lifetime of all staff positions
- Annual salary progression for all staff, and regular COLA increases.
- Comprehensive health benefits that includes extended health and dental plan for all staff, spouses and dependents.
- Life insurance, Long-term Disability Insurance, and AD&D for staff, family and dependents included within health benefits.
- Health benefits starting immediately and not dependent on completion of probationary period.
- 20 days of paid Annual Vacation, plus an additional 1-2 week December office closure.
- 10 Statutory and 1 other paid days off every year.
- 15 days of paid Sick Leave, including sick days, family care days, and personal wellness days.
- A generous parental leave policy including a parental leave top-up.
- Annual professional development funding for each staff.
- Team-wide professional development and training.
- Team-wide staff celebrations and staff appreciation.
- A family-friendly, child-friendly, and dog-friendly work environment that supports flexible work arrangements and time in lieu arrangements with an emphasis on work life balance.
- A workplace where your experience and voice are valued.
- A staff team of diverse backgrounds that is committed and passionate about civil liberties, human rights, equity and justice.

Application Process:

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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, immigrants and refugees, people of colour, 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 position.

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. We recognize that such rights are inalienable and necessary for the flourishing of individuals and human society. 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.

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.

The BCCLA is committed to building an inclusive workplace that honours the particular experiences and expertise of historically marginalized communities. The BCCLA strongly encourages applications from all qualified applicants, and applicants from oppressed communities including Indigenous people, people of colour, refugees, working class people, people with disabilities, and LGBTQ+ people are encouraged to apply and we welcome them to self-identify, should they feel comfortable in doing so, in their cover letter.

Skills and Qualifications Required:

A full job description is provided below.

Skills Required

- Minimum of three years' experience in fundraising, in the majority of the following areas: major donor programs, legacy giving programs, grants, membership programs, online giving, direct mail programs, and fundraising events;
- Understanding of and a passion for civil liberties and human rights
- Experience managing project and organizational budgets required;
- Familiarity with non-profit organizations and understanding of litigation and/or law and policy reform-related advocacy and strategic communications;
- Minimum of three years' experience in one or more of the following fields: communications, digital campaigning, event management, non-profit leadership;
- Excellent oral and written communication skills, including editing and proofreading;
- High level of familiarity and effectiveness with online platforms, technology, computer applications, and digital engagement;
- Experience with event planning, promotion, sponsorship and logistics coordination;
- Experience supervising, managing and mentoring others;
- 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 considered an asset.

Job Description:

- Work with the Executive Director to develop and oversee the organization's overall fundraising program.
- Responsible for the development of a short-term, mid-term, and long-term fundraising plan to close the organization's financial gap.

- Work with the BCCLA's full staff team to identify and coordinate applying for specific funding opportunities, such as for litigation, policy research, or publication production.
- Responsible for the development, growth, and implementation of the following fundraising programs:
 - Major donors stewardship and cultivation;
 - Legacy Giving program management;
 - Grant research, grant applications, and reports to funders;
 - Special fundraising events including donor receptions;
- Support and oversee the following fundraising programs, as implemented by and day-to-day decision-making of which is held by the Donor Relations & Development Manager, and work together to analyze the corresponding donation data:
 - Mid-level and small donors stewardship and cultivation, including donor-based communications;
 - Online giving programs;
 - Memberships;
 - Direct mailings;
 - Online fundraising campaigns, particularly crowd-funders for major litigation interventions and advocacy campaigns, including support for creating ask strategies and maintaining the crowdfunding pages;
 - Tax receipting and database maintenance.
- Ensure adherence of all programs to fundraising, merchant, and CRA rules and regulations.

Communications and Community Engagement

- Work with the Communications & Outreach Manager and Executive Director to develop and oversee a community engagement, outreach and communications plan for the Association.
- Work with the BCCLA's full staff team to help develop and oversee the communication and outreach of BCCLA's public legal education program.
- In collaboration with the Communications & Outreach Manager and Executive Director, ensure that all communications (emails, press releases, blog posts, publications, social media) are consistent with the BCCLA's mandate, strategic plan, and policy positions, and ensure adherence to Departmental processes for reviewing communications deliverables as needed.
- Support and oversee the implementation of a broad range of communications materials, as implemented by and day-to-day decision-making for which is held by the Communications & Outreach Manager:
 - Ensure that the BCCLA's communications calendar is maintained;

- Support the development of public education and engagement materials, such as press releases, blogposts, op-eds, publications, and annual newsletters, as well as digital media, such as videos;
 - Support the creation of all digital and print communications materials;
 - Support the development of a full range of digital advocacy campaigns;
 - Support the development of social media and online community-building best practices;
 - Support the development and maintenance of BCCLA media relations and strategy, including building and maintaining media relations as well as organizing press conferences;
 - Support the development of web content strategy and implementation;
 - Monitor BCCLA's website, social media and media metrics.
- Support community outreach and events activities including the BCCLA's annual high school conference and AGM, as implemented by and day-to-day decision-making for which is held by the Outreach and Communications Coordinator and overseen by the Communications and Outreach Manager.
- Support the Communications and Outreach Manager to develop the Association's volunteer program, as implemented by and day-to-day decision-making for which is held by the Outreach and Communications Coordinator.
- Ensure adherence of all communications materials to Canada's Anti-Spam Legislation, BCCLA Privacy Policy, and other communications regulations.

Administrative Responsibilities

- Ensure familiarity and compliance with all BCCLA organizational on-boarding documents and office policies.
- Manage the 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 Department.
- Supervise, onboard, mentor, and evaluate all other members of the Department
- Cross-train and oversight over the Association's communication platforms and communications projects (social media, Meltwater, Nationbuilder, website revamp etc.)
- Other duties as required