



JOB DESCRIPTION | Director of Public Policy

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.

To direct, manage and evaluate the activities and operations of the Policy Unit and take the leadership role in developing policy and delivering public policy related documents, programs and activities so as to meet the mandate and further the strategic goals of CRRF.

Position Summary

Job title	Director of Public Policy
Job classification	Non-Unionized
Employment Status	Fulltime salaried permanent
Hours	37.5 hours per week Ability to travel and attend weekend, early morning and evening meetings as required.
Work location	Toronto, Canada. This is a hybrid role, preferably based out of the Toronto head office. The position requires attendance at in-person events and meetings at the office at least twice a week.
Salary	\$110,000 - \$130,000 per annum. CRRF offers a comprehensive benefits package, which includes four weeks of vacation, dental, extended health care benefits, life insurance, and 4% of annual income towards RRSP plan.
Probationary Period	6 months.

Responsibilities:

General Management

- Design, conceptualize and plan the Foundation's public policy activities, taking into consideration the mandate, mission, goals and priorities of the Foundation.
- Monitor and evaluate the efficiency and effectiveness of the operation of the policy unit; identify opportunities for improvement and direct the implementation of changes.
- Ensure successful delivery of CRRF work on public policy projects, including but not limited to stakeholder engagements, roundtables, community conversations, etc.
- Provide relevant and timely report and/or updates as required (Board meetings, Committee meetings, Annual Report, Newsletter and various reports in compliance with the requirements of a federal Crown Corporation).



- Manage and develop staff including: hiring, orientation, training, professional development and evaluation to ensure impact of the highest, cost effective quality, accountability and integrity.
- Provide timely and regular updates on all relevant policy-related events and activities for possible publication in the newsletter and/or on CRRF website.

Policy Development

- Provide support and recommendations to the CEO on transformational policy initiatives.
- Lead the organization in understanding the landscape on public policy and ensuring initiatives across the organization align to public policy goals.
- Proactive and responsive relationship management with organizations across the country as well as government partners to ensure public policy goals are well- defined and work progresses towards substantive achievement.
- Develop strategic, measurable goals for policy community outreach and engagement for senior leadership team and staff across Canada.
- Ensure the CRRF is kept abreast of emerging national, regional, provincial and municipal policy issues related to race relations.
- Identify key opportunities in the broader public policy landscape where CRRF can and should intervene.
- Develop evidence based policy positions (i.e. briefs, position papers, public discussion forums, environmental and jurisdictional scans, responses to government reports, statements and reports from other organizations) on matters aligned to CRRF mandate.
- Measure the effectiveness of policy work/initiatives; define and lead change to meet objectives.
- Support policy work related to hate crimes training in Canada as the Hub for Combatting hate is being developed.

Policy Events and Key Relationships

- Represent CRRF professionally on external policy-related meetings/functions or at meetings, as designated.
- Lead key discussions with government bodies, policy makers and the broader public sector on legislative reforms.
- Contribute to strategic planning and strategic communications and policy campaigns and provide support to CRRF's participation in policy-related conferences.
- Provide input and support to planning for and making policy-related presentations at Board meetings and stakeholder meetings.
- Develop an anti-racism information sharing hub and public policy network across the country.
- Identify research opportunities in conjunction with the counterpart directors while also collaborating on issues that cross cut both the policy and program mandate.
- Proactively develop new relationships and deliver on commitments made.
- Create new projects and initiatives across the country.
- Manage contracts for projects and initiatives across the country.



Other

- Supportively and proactively manage the team through one on ones, effective project management, workplan management and coaching.
- Function as a member of the Management Team to address management issues as they arise.
- Liaise with all appropriate committees, facilitate meetings and serve as a committee secretary if necessary.
- Contribute to the development of strategic planning and CRRF annual budget planning.
- Perform other job-related duties as assigned.
- Draft briefing materials in a short time period for various audiences i.e. community, executive, CEO, Government, parliamentary reports.
- Effective risk and issues management.
- Procurement knowledge and ability to manage contracts and an expert panel of advisors.

Qualifications:

- A post-secondary degree or equivalent experience in public policy, political science, law, or a related field. A master's degree is preferred.
- Extensive experience (5+ years) in public policy development, stakeholder relationships including community and government relations, and legislative engagement.
- Preferred 5-7 years of progressive project management experience.
- Preferred at least 5 years of leadership experience in people management, strategic planning, policy development, financial management and stakeholder relationship management.
- Strong knowledge of anti-racist principles, racial justice, and social equity issues.
- Proven track record of successfully influencing policy change at various levels of government.
- Excellent analytical, research, and strategic thinking skills.
- Exceptional written and verbal communication abilities, including public speaking and media engagement.
- Demonstrated ability to build and maintain effective relationships with diverse stakeholders.
- Senior-level change management skills, including addressing resistance.
- Ability to work independently, manage multiple priorities, and meet deadlines in a fast-paced environment.
- Demonstrated commitment to the organization's mission and values, including a strong emphasis on valuing diversity and contributing to an inclusive working and learning environment.
- Proficiency with Microsoft Office (Outlook, PowerPoint, Word, Excel) and other digital tools and applications. Comfortable using Zoom and other platforms as required for hosting online meetings and events.



Canadian
Race Relations
Foundation

Fondation
canadienne des
relations raciales

To Apply:

Please apply using the link below by **November 7, 2025**:

<https://crrf.applytojob.com/apply/KSyRLHwz/Director-Of-Public-Policy>

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

Proof of eligibility to work in Canada , education, and three professional references 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.