



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.

Reporting to the Executive Office and working closely with the CEO in addition to the Chief of Staff and Associate CEO, the Director of Public Policy leads CRRF's national policy strategy within a fast-moving and evolving federal landscape. The role leads proactive policy responses that are evidence-based and grounded in community awareness to advance anti-racism across Canada. The Director leads high impact policy initiatives end to end, prioritizing work, and guiding initiatives across the full policy cycle and process. This includes conducting forward-looking policy landscape analysis, and delivering timely initiatives that drive systems change, influence institutions, and advance race relations nationwide.

The Director also oversees a high-performing team and cultivates strategic partnerships with community organizations and sector leaders. As a key advisor to the Executive Office, the Director quickly mobilizes expertise to respond to emerging issues and opportunities and delivers impactful projects that position the organization as a national leader in race relations and systems change.

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	\$115,566 - \$136,578 per annum. CRRF offers a comprehensive benefits package, which includes four weeks of vacation, extended health care benefits, health care spending account, life insurance, and 4% of annual income towards RRSP plan.
Probationary Period	6 months.



Responsibilities:

Leadership

- Lead the design and implementation of CRRF's public policy strategy, ensuring alignment with the organization's mandate and priorities.
- Oversee the Public Policy Team's operations, driving performance improvements and successful delivery of national policy projects.
- Manage and mentor a high-performing team through effective hiring, onboarding, coaching, and evaluation.
- Prepare timely reports and updates for Board and Committee meetings, annual reports, and other compliance requirements.

Policy Development

- Lead high impact policy initiatives end to end, prioritizing work, and guiding initiatives across the full policy cycle and process.
- Advise the Executive Office on transformational policy initiatives and strategic priorities.
- Monitor and analyze government policy changes and emerging trends at all levels to keep CRRF proactive and responsive.
- Develop community-informed and evidence-based policy materials, including briefs, position papers, and reports.
- Identify opportunities for CRRF to influence the public policy landscape and advance anti-racism objectives.

Engagement & Relationships

- Build and maintain strategic relationships with government, community organizations, and national stakeholders.
- Represent CRRF at policy-related meetings, conferences, and forums across Canada.
- Lead discussions on legislative reforms and contribute to strategic communications and policy campaigns.
- Develop and maintain a national anti-racism information-sharing hub and policy network.

Qualifications:

- Post-secondary degree in public policy, political science, law, or a related field. A master's degree is an asset.
- Minimum 5 years of experience in public policy development, including community-informed policy work, government relations, and legislative engagement, with a demonstrated ability to rapidly respond to emerging issues and opportunities in the policy landscape.
- 5 years of experience leading staff and complex initiatives, including expertise with people management, strategic planning, financial management, end-to-end agile project leadership, and change management.



- Visionary systems thinker who thrives at the intersection of big ideas and community impact.
- Strong understanding of policy cycle and process and government processes.
- Demonstrated strength in policy landscape analysis, environmental scanning, and evidence-based decision-making, informed by community awareness.
- Exceptional written and verbal communication abilities, including public speaking and media engagement.
- Ability to work independently, manage multiple initiatives, and meet deadlines in a fast-moving work environment with shifting organizational priorities.
- Strong alignment with CRRF's mission and values, including a strong emphasis on valuing diversity and contributing to an inclusive environment.
- Deep commitment to anti-racism, racial justice, and social equity issues.
- Skilled in Microsoft Office Suite (Outlook, PowerPoint, Word, Excel) and virtual collaboration tools (e.g., Zoom).

To Apply:

Please apply using the link below by **April 16, 2026**:

<https://crrf.applytojob.com/apply/qFkBnekfiR/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.