

Job posting

Job title: **CEO**

Organization: **Canadian Centre for Diversity and Inclusion**

Location: **Remote, with frequent travel across Canada**

Content

- [Overview of position](#)
- [About CCDI](#)
- [CEO responsibilities and deliverables](#)
- [Experience and qualifications](#)
- [Why join CCDI](#)
- [CCDI's impact](#)
- [Application process](#)

Overview of position

The Chief Executive Officer (CEO) is the highest-ranking executive of the organization and is responsible for the overall success of the organization and for making top-level leadership decisions.

This position is the sole employee reporting to the Board of Directors. The CEO acts as the main point of communication between the Board of Directors and the organization's operations. They are also a key spokesperson for the organization in partnership with the senior leadership team.

We are looking for a dynamic, inspiring, and strategic transformational leader to lead our organization through a period of significant change and growth. The ideal candidate will be a strategic thinker who not only envisions the future of our organization but also possesses the ability to motivate and lead our team toward that future. The CEO will play a pivotal role in shaping our culture, processes, and strategies to thrive in an ever-evolving landscape.

About CCDI

The Canadian Centre for Diversity and Inclusion (CCDI) is a national charity dedicated to building a more inclusive Canada. Since our establishment in 2013, we have grown into a \$4-million organization with a team of 50 employees working across Canada, including our main office in Toronto and a fully remote workforce. With over 700 Employer Partners spanning industries and sectors, we provide bilingual diversity, equity, inclusion, and accessibility (DEIA) solutions tailored to workplaces, schools, and communities. Our vision is a world where all individuals are valued and celebrated for their diverse identities, and we bring this vision to life through thought leadership, research, education, and action. By promoting understanding and inclusivity, CCDI strives to create a more equitable and just society for all.

Our vision

A world where people are valued and celebrated for all their dimensions of diversity.

Our mission

To help build a more inclusive Canada by bringing together and supporting people to become change agents through thought leadership, research, education, and action.

Our values

- **Change:** We are committed to following a path of continuous growth and learning as the DEIA space continues to evolve.
- **Courage:** We have the courage and humility to know that we are not always right and strive to continually learn in order to advance social change.
- **Inclusion:** We contribute to a world where people are accepted for who they are and feel free to be their full selves, always.
- **Integrity:** We make responsible decisions based on leading practices, putting them into action with transparency and accountability.
- **Respect:** We value and appreciate people's unique traits and beliefs with dignity and compassion.

Our commitment to truth and reconciliation

CCDI acknowledges this land, now known as Canada, as the land of the First Peoples (Nations), Inuit, and Métis. We respect and affirm the inherent and Treaty Rights of all Indigenous Peoples across this land. We pay homage to them, past, present, and future, as they continue to work, educate, and contribute to the strength of this country. Thank you for the privilege of living and learning in this place.

In recognition of the Truth as retold by thousands, and as we endeavour to walk the path towards Reconciliation, CCDI believes that transformation is necessary. We are committed to reflecting a more truthful and inclusive history of the diverse Indigenous Peoples in Canada, the realities of residential schools, the systemic racism faced by Indigenous communities past and present, and the ongoing impacts these continue to have on workplaces and communities across Canada. We work with Elders, Knowledge Keepers and Community partners to co-create solutions and to guide us in this work. We will continue to deepen and steward all our relationships as they help us to fulfill our mandate of educating organizations – including our own – towards reconciliation.

Learn more by visiting [ccdi.ca](https://www.ccdi.ca).

CEO responsibilities and deliverables

Ultimate responsibility and accountability for all organizational functions, including:

- Mission, vision, and values alignment
- Organizational culture and talent management
- Strategic planning and implementation
- Operations (Finance, IT, HR, Events)
- Financial and performance management
- Learning and Knowledge Solutions
- Relevant party management and Partner Relations
- Marketing and Sales
- Communications
- Risk management
- Board relations and governance

Vision and strategy

- Leads the Canadian Centre for Diversity and Inclusion (CCDI) by facilitating and establishing a clear strategic vision and direction for the organization's future with a strong focus on advancing DEIA initiatives, and embedding them into all aspects of CCDI's operations, supported by the Board of Directors.
- Steers the development and execution of the organization's long-term measurable, describable strategies and plans to achieve the mission of building a more inclusive Canada. Ensures these are in alignment with key constituents as well as the Board of Directors.
- Guides the team to develop and execute key actions aligned with the strategic plan.
- Creates effective metrics and milestones to ensure the success of the strategic plan implementation and creates a structure of accountability.
- Leads the team to create effective processes and manage operations with a focus on goals and accountabilities across the organization.
- Champions and enables key CCDI initiative, services, and operations working in a complementary partnership with the CCDI senior leadership team.
- Conducts media interviews where required for announcement of new strategies, programs, and partnerships.
- Ensures the leadership team maintains awareness of social, market and legislative changes, and identifies opportunities for developing and enhancing service delivery, building, and sustaining critical relationships, increasing the employer partner base, brand influence, and awareness of new sector developments, practices, and standards.
- Measures organizational performance against established metrics and long-term goals regularly, adjusting strategies, as necessary.

Operational and financial excellence

- Oversees operational plans to achieve the vision and mission in both the near and long-term future.
- Strong financial, business and operations experience. Knowledge of how to address the unique financial and operational requirements of a registered charity in Canada.
- Understands how to lead operations and manage the budget, revenue, expenses, projections, and sets realistic metrics to measure sustainable growth.
- Ensures the efficient operation of the organization by directing leadership and managing resources effectively.
- Works closely with the Board of Directors to set operational objectives to achieve strategic vision. Provides timely and accurate reports on the operational and financial status of CCDI.
- Identifies opportunities to enhance operational efficiency and productivity across the organization.
- Implements effective processes and systems to create oversight of the management of operations. Creates a cadence to review targets to expand CCDI and create sustainability.
- Manages the organization's financial performance, including budgeting, forecasting, and reporting. Ensures CCDI's financial health and stability.
- Promotes revenue, strategic re-investment of funds, and continued growth and impacts .
- Identifies new business development opportunities, fosters relationships with key corporations and communities, and leads initiatives to expand CCDI's market presence.
- Leads and inspires a culture of innovation, inclusion, and continuous improvement.

Compliance and risk management:

- Understands the requirements of running a charitable organization and the challenges that can exist vs that of a for-profit business.
- Assesses current market risk and its impact on the organization.
- Ensures the organization complies with all legal and regulatory requirements and mitigates risks effectively. Leads the team to understand these requirements.

Organizational culture

- Fosters a DEIA-driven culture that prioritizes psychological safety, innovation, and accountability while ensuring a sustainable work environment where well-being is valued, leadership is equipped to support team morale and address all issues, and everyone is united in CCDI's vision, mission, and values.
- Develops and sustains a strong complementary partnership with each member of the Leadership Team.
- Mentors and develops a high-performing leadership team, facilitating collaborative and cohesive teamwork. The leadership team:
 - Motivates, develops, and manages the performance of a diverse workforce.
 - Provides a work environment conducive to achievement and growth.
 - Fosters an inclusive environment that values diverse perspectives and encourages open communication and collaboration.
 - Engages and retains team members at all levels of the organization.
 - Inspires and sustains innovation, continuous improvement, and adaptability across all levels of the organization.

- Maintains healthy workplace boundaries.
- Develops and oversees a living succession plan as part of the planning strategy to ensure organizational continuity and long-term sustainability.

Transformational change

- Manages internal teams and external stakeholders through times of turbulence and builds confidence in the mission of the organization.
- Guides the development and implementation of comprehensive organizational change initiatives, ensuring they are strategically aligned, effectively communicated, and facilitating smooth transitions across the organization.
- Ensures deliverables are achieved in both healthy and productive ways while being aware of the impacts of the external environment on the CCDI team.

Relationships and networks

- Identifies and builds on opportunities for strategic partnerships, community collaborations, new market entry, and innovative organizational practices.
- Collaborates with the senior leadership team to leverage media and public engagements to position CCDI as a leader in advancing DEIA.
- Serves as a visible and influential Leader for CCDI's mission, building relationships with investors, partners, clients, and the broader community.
- Builds, nurtures, and sustains relationships with:
 - Key external parties, including community partners, employer partners, and community leaders.
 - Members of the Board of Directors and board committees.
 - CCDI team members.
 - Professional advisors to the CEO and CCDI leadership team.
- Models ethical leadership and promotes a culture of integrity and accountability.
- Maintains high social and governance responsibility wherever the organization does business.

Board governance and facilitation

- Oversight for the planning and facilitation of all board and committee meetings, with support from the Corporate Secretary.
- Contributes to the governance of the board in the establishment of policies and procedures, onboarding manuals, meeting with new board candidates, as well as the development and review of directors' skills matrix.

Experience and qualifications

You are a visionary thinker who possesses a strategic and growth mindset, with a pragmatic operational focus. You lead with emotional intelligence, inspirational communication, and empathy. You are known for your adaptable and innovative approaches to achieving goals.

Required

- Minimum of 3+ years in a CEO or executive director role, and 10 years in senior leadership roles.
- Executive-level experience in strategic planning, operations leadership, financial oversight, transformational change management, external partnership development, and managing diverse relationships.
- Extensive experience leading and leveraging best practices, policies, and procedures having gained a comprehensive understanding of all levels of operations.
- Knowledge of how to address the unique financial and operational requirements, and compliance and risk management of a registered charity in Canada.
- Expert-level competencies in leading operations, managing budgets and projections, and setting realistic metrics to measure sustainable growth.
- Strategic thinking and vision of CCDI, its role and vision in Canada, creates clarity and inspiration. Provides a vision for sustainable and impactful growth.
- Demonstrated leadership in DEIA with a proven ability to integrate these principles into organizational strategy, operations, and culture.
- Understanding of the nuances of DEIA in both the Canadian and global contexts, and its critical role in CCDI's mission.
- Demonstrated experience with not-for-profit and charity board governance, working with board directors, and facilitating board and committee meetings.
- Experience in transformational leadership roles including demonstrated ability to develop and implement successful organizational change initiatives, and drive for organizational results and growth.
- Exceptional communication and interpersonal skills, a strong relationship builder.
- Create an environment of compassion, empathy and strong psychological safety for the team; prioritizes employee well-being.
- Proven empathy in working with and leveraging the strengths of people of different backgrounds including race, ethnicity, age, genders, sexual orientation, religious backgrounds and abilities.
- Superior ability in working with leaders of all types, with experience in consensus building, facilitation and conflict transformation.
- Known for the ability to mentor and develop leaders and teams and foster a continuous learning work environment.
- Excellent public speaking and presentation skills.

Preferred

- Bachelor's degree in business, finance, human resources, public administration, education, or relevant discipline or equivalent certification and experience.
- Master's degree in public administration (MPA) or master's degree in business (MBA), or human resources.
- Post-graduate certification in areas such as DEIA, coaching, facilitation, inclusive leadership, conflict resolution, and adult learning.
- Experience in leading DEIA strategies, policies, and practices in the workplace.
- Experience with governance board models of operation for not-for-profit or charitable organizations.
- Bilingual (English/French) is an asset but not mandatory.

Why join CCDI

We are looking for people who are passionate about DEIA – exceptional individuals who share in our vision of a world where people are valued and celebrated for all their dimensions of diversity.

Benefits will you receive in this role:

- Comprehensive total rewards package
- Remote working environment
- Flexible statutory holidays
- Six-week paid vacation
- Summer office hours
- Paid end-of-year office closure
- Two (2) paid volunteer days
- Professional development allocation
- Home office supplies reimbursements
- Employee Engagement Group and social committees
- Access to our DEIA resources, educational and certification programs

CCDI's impact

CCDI's mission is to help build a more inclusive Canada by bringing together and supporting people to become change agents. We aim to accomplish this thought leadership through **education**, **research**, and **action**. NOTE: All statistics and number presented are from 2024.

Impact through education

CCDI promotes DEIA education through events, resources, and professional designation and certificate programs.

Events

- Hosted over 70 events on various DEIA topics, offered in English and French
 - Over 28K registrants to events, including:
 - our flagship bilingual event, CCDI UnConference
 - 38 webinars
 - 31 Community of practice events
 - our annual DreamMakers Summit, in partnership with Indigenous Works

“Participating in CCDI’s Employer Partner program has, without question, been integral to advancing our DEI program at BCAA. Being an Employer Partner provides our organization with so many rich opportunities to learn through webinars, events, conferences, calendars, commemorative guides for significant calendar dates, articles, toolkits and more, all whilst receiving personalized 1:1 support from a dedicated CCDI professional. Such a partnership grants access to a network of DEI practitioners across the province and country, each of whom have successes and challenges to learn from, and the feedback is invaluable.

“Through [the Employer Partner program], we stay informed of relevant emerging DEI trends, build our knowledge and grow our network in the DEI space. CCDI provides us with tremendous support in engaging in thoughtful dialogue and taking meaningful action to create a more vibrant, inclusive and connected province for all.”

~from British Columbia Automobile Association (BCAA)

Resources

- Created over 70 bilingual resources aimed at providing the learner a better understanding of and become more proactive on any number of DEIA initiatives and concerns. Highlights include:
 - The 2025 Diversity Calendar
 - Glossary of DEIA Terms, one of the most comprehensive resources of this kind in Canada
 - 20 educational guides, on topics such as Indigenous inclusion, International Women's Day, and mental health in the workplace.
 - 14 commemoration guides for Employers Partners on topics such as Black History Month, inclusive holiday celebrations, and the International Day for Persons with Disabilities.
 - 22 blogs, on topics such as neurodiversity, ageism, glottophobia, and supporting young professionals in the workplace.
 - 11 episodes of CCDI's podcast, *Leader Talks with Anne-Marie Pham*, with over 4.6K downloads and steady increase in followers.
- Employer Partners have exclusive access to the CCDI Knowledge Repository, Canada's largest DEIA e-Library that includes over 3,000 vetted resources, reports, toolkits, and research, in English and French.

“We have found the Knowledge Repository through CCDI's Employer Partner program to be an invaluable resource. My position, Manager, Diversity, Equity, and Inclusion, is a relatively new one in my municipality and in our region. Presently, I am the only dedicated DEI staff at my municipality, so at times, the work can feel heavy and lonely.

Having trusted and vetted information at my fingertips has been so helpful in advancing my work, but also in alleviating some of the feelings of heaviness and loneliness. It is a great reminder that this is meaningful work that we're all in together.”

~from the City of St. Catharines

Designation and certificate programs

- Over 150 inclusion professionals hold the [Canadian Certified Inclusion Professionals](#) (CCIP) designation, a unique offering by CCDI to elevate the profile and credibility of DEIA practitioners, and to provide a formal and standardized recognition of their knowledge, skills, and experience.
- Our [See Different](#) program provided learning certificates to over 500 youth, training youth in Canada on DEIA, creating a Youth Ambassadors Network, and funding grassroots changemaker community projects.

Impact through engagement

The impact of these initiatives can be seen through the engagement we receive:

- Over 79K followers across our social platforms, including our LinkedIn Group, the Canadian DEI Network.
- Over 200K new visits to the CCDI website, and a user engagement of over 584K.
- Over 23K subscribers to the most read DEIA newsletter in Canada, Diversity Ink.
- Over 28K registrants to our events, with high satisfaction rates averaging over 88% from attendees.
- Launch of the CCDI Community Hub, a dynamic and inclusive space designed for DEIA practitioners, advocates, and learners to connect, collaborate, and grow.

“North York General Hospital (NYGH) has partnered with CCDI on several initiatives which help advance the hospital’s goal of advancing Equity, Diversity, and Inclusion (EDI) in all aspects of care and in supporting its people. One way NYGH is helping to support those working across the organization is by offering CCDI resources and webinars for staff and physicians.

“These free resources not only educate and enhance awareness and understanding of many different EDI-related topics, they help us provide the highest quality of care to our communities.”

~from North York General Hospital

Impact through action and partnerships

In addition to our over 700 Employer Partners, CCDI has created partnerships with organizations that share our values. These include:

- A partnership with [Indigenous Works](#), to bring our Employer Partners and clients an exceptional array of services to help them move toward inclusion of Indigenous Peoples, and understand their role in reconciliation.
- A partnership with the [UN Global Compact Network Canada](#), to develop and facilitate 30 workshops and tailored sessions to help organizations who are currently participating in the 50-30 Challenge.
- Becoming a founding member of the [Global Inclusion and Diversity Alliance](#), a community of practice for not-for-profit DEIA organizations from around the world, with the goal of making workplaces more equitable globally.

Application process

- CCDI is committed to creating a diverse working environment and takes proactive steps to create opportunities for historically marginalized groups. We seek applicants who will strengthen our commitment to DEIA.
- CCDI welcomes applications from everyone and encourages qualified candidates with diverse gender identities, with a disability, from Indigenous, Black, and other racialized communities, from 2SLGBTQIA+ communities, and who are members of equity-seeking communities to apply for this role.
- Please note – Artificial Intelligence (AI) software is not used in any part of our recruitment process, except for posting on third-party job websites.
- CCDI is an inclusive workplace dedicated to accessibility. We encourage you to connect with us if you require accommodation for the recruitment process, including alternate formats of materials, accessible meeting rooms, or other accommodations. All reasonable efforts will be made to provide such accommodations.
- Thank you to all interested applicants. Candidates who possess the best fit of experience, skills, and qualifications outlined above will be contacted for the next steps in the hiring process.
- To apply, please send your resume and cover letter by **March 7, 2025**, to the attention of Deb at deb@milimakamiles.com.