



**The Canadian Centre to  
End Human Trafficking.**

**Le centre canadien pour mettre  
fin à la traite des personnes.**

**POSITION PROFILE  
Executive Director**

**2020**



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## The Canadian Centre to End Human Trafficking

Canada outlawed sex and labour trafficking in 2005. However, traffickers continue to prey on the most vulnerable, often without repercussions or interference.

Founded in 2016, The Canadian Centre to End Human Trafficking is the only national organization dedicated to stopping human trafficking. With an annual budget of approximately \$4 million provided by both government and private donors, The Centre's skilled and motivated team, along with a group of committed and passionate advisors, directors, and supporters, provides services and support for victims and survivors of human trafficking, and helps educate the Canadian public so we can better defend ourselves and our communities against all forms of this crime.

The Centre aims to:

- Provide avenues for survivors' voices, to share knowledge, and to help implement effective practices that will end sex and labour trafficking.
- Share resources with government, the private sector, and non-profit organizations to create cost efficiency through shared strategy development and action.
- Advance government anti-trafficking policy and programs as well as supporting, undertaking, and publishing research related to human trafficking.
- Provide an accessible, online resource centre with current information and research that will increase awareness of and education about the complex problem of human trafficking in Canada.

One of the pillars of The Centre's efforts is Canada's first national 24/7/365 human trafficking hotline, which provides localized, immediate response to victims and survivors of human trafficking, especially those who are physically, socially, or economically vulnerable, making them unwilling or unable to report to police. An important second priority is to compile data from the hotline that will help to disrupt trafficking networks.

The Canadian Centre to End Human Trafficking is the "backbone" organization in creating a collaborative national strategy to stop human trafficking.

<https://www.canadiancentretoendhumantrafficking.ca/>

## The Role

Reporting to the Board of Directors, the Executive Director is the senior leader of The Centre's 30-plus staff, guiding day-to-day management decisions, and developing and implementing the strategic direction of The Centre in alignment with the organization's vision, mission, and values. S/he supports the governance mandate of the Board and ensures that appropriate accountability, transparency, and risk management practices are in place. S/he has overall responsibility for the quality of programs and for the allocation of both financial and human resources. Ensuring effective communication of The Centre's mission and strategy with all stakeholders, s/he builds successful relationships with staff, funders, the broader community, and with partners in the social justice/policy field.

## Key Responsibilities

### STRATEGIC & OPERATIONAL PLANNING

- Develop a strategic and operational plan based on the future needs of the organization and the mission to end human trafficking in Canada.
- Build an operational plan that brings best practices to all key functional areas: finance, HR, marketing and communications, revenue development, and mission-based programming, including the Hotline.
- Set defined metrics to measure success and ensure The Centre is meeting its objectives.
- Within the strategic planning process, understand the role The Centre can play within the Canadian human trafficking landscape, ensuring The Centre is providing the needed services to the country.

### BOARD RELATIONS

- Be a trusted advisor to the Board through an open and transparent relationship, supporting the Board members in their fiduciary role as strategic and policy advisors.
- Develop reporting processes and systems to keep the Board well informed regarding the health and wellness of the organization.

### HUMAN RESOURCES

- Create a working culture of collaboration and teamwork, recognizing staff skills and competencies.
- Develop metrics, performance measurements, and other HR policies to support the growth of staff and ensure the team is meeting crucial targets and goals.
- Inspire performance through coaching, mentoring, and positive leadership.

### REVENUE DEVELOPMENT & MARKETING

- Build a revenue development plan that meets the strategic objectives (fundable priorities) of the organization.



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- Develop a plan that recognizes and stewards current and future donors, providing impact reporting and other tools that show donor impact.
- Build a strong marketing and communications plan that includes social, digital, and earned media; brand development; and external and internal communications.
- Develop strong relationships with The Centre's key government funders.
- Build compelling marketing materials that inspire and educate the Canadian public.

#### **MISSION CRITICAL PROGRAMMING**

- Meet all key stakeholders, including government, donors, and other trafficking organizations and services, to further understand what they need and expect from The Centre.
- Develop strong partnership relations with a large number of external stakeholders to deliver mission-critical programming.

#### **OPERATIONS**

- Solidify and strengthen The Centre's operations, including the Hotline, looking for efficiencies and best practices.
- Develop a fiscally strong organization including monthly and yearly reporting and cash flow projections.
- Determine how technology can support the work of The Centre.

## The Opportunity

The new Executive Director will have the opportunity to lead and grow a relatively new organization with a compelling mission. The Executive Director will guide the organization through a strategic planning process to help The Centre determine its focus and mandate as it moves forward nationally. Following the successful implementation of the new Canadian trafficking Hotline, the organization is set up to be a key voice on human trafficking in Canada with the opportunity to lead the movement.

## The Ideal Candidate

The ideal leader for The Centre will be a seasoned NFP/charity leader or seasoned leader in the field of human services, with a proven ability to grow organizations; set strategy; galvanize staff, volunteers, and stakeholders; build strong staff teams; and operationalize important missions.

Their background will include managing all key functional areas of an organization and leveraging the expertise of its key executive team. Revenue development within a number of sources, including government funders, will be an essential component of the role. The ability to communicate in an inspiring way with both internal and external stakeholders is



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crucial, and the successful candidate must be a talented speaker and writer who can interact effectively with various forms of media.

As a creative and visionary thinker who can see what is possible and how to create and execute a plan to meet that vision, the ideal leader has a business orientation and is always focused on key deliverables and metrics, and can convey these to key stakeholders.

As a manager, the individual must know how to build strong teams and create a collaborative working environment that respects the skills and expertise of others.

As a leader, the individual is confident in their abilities, can lead through inspiration, and is someone others want to be led by. They are open to new ideas and have an accessible, open-door style. Honesty and transparency are key, as are exceptional interpersonal and communication skills.

A demonstrated interest/experience in human rights and social justice work is fundamental to the role.

## Personal Attributes

The new Executive Director of The Centre is smart and creative and can connect the dots between the work of The Centre and the needs of the mission in Canada. While having a business orientation, they must also be warm, caring, and empathetic. A confident individual naturally, the Executive Director presents a high degree of self-awareness and self-esteem, leading people with ease and self-assurance, transparent and honest in all their dealings while being strong and fair. A passion for human rights will be apparent.

## Core Competencies

- Five-plus years' experience as the head of an organization reporting to a professional board of directors.
- Demonstrated ability to advance an organization's mandate.
- Experience overseeing all key functional areas, including finance, HR, revenue, development, marketing, technology, and program development.
- The skills to work with staff and board members to develop and execute a strategic plan for an organization.
- A track record of soliciting a wide range of private and public donors in order to increase the revenue of an organization.
- Exceptional leadership skills — has managed teams of staff through both direct and indirect reports.



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- Exceptional communication skills in reaching both internal and external audiences.
- Understanding of social justice and equality issues.
- University degree.

## Additional Information

Located in downtown Toronto.

## How to Apply

We thank all candidates in advance. We will, however, contact only those selected for an interview. To apply, please submit, in confidence, a resumé, along with cover letter that sets out your interest in the role and highlights your relevant experience. The preferred method of application is online at [searchsmartconnect.com/jobs](https://searchsmartconnect.com/jobs)

### Contact Details

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