Job Posting: Director of Research and Policy

**Reporting To:** Egale’s Executive Director  
**Works with:** Management Team, Departments (5)  
**Location:** 185 Carlton Street, Toronto, Ontario  
**Hours:** 10am – 6pm Monday to Friday (flexible work hours may be required)  
**Compensation:** Competitive salary with comprehensive benefits

**Job Summary**

Egale Canada Human Rights Trust (Egale)’s vision is a Canada, and ultimately a world, without homophobia, biphobia, transphobia and all other forms of oppression so that every person can achieve their full potential, free from hatred and bias. The acronym LGBTQI2S references all people with diverse gender identities and experiences of attraction (sexual orientation), including those who identify as lesbian, gay, bisexual, trans, queer, questioning, intersex, or Two Spirit.

Egale wishes to recruit an outstanding new Director of Research and Policy to oversee its Research and Policy Department. Ensuring that strategic and operational goals within this area are met, the Director of Research and Policy leads the development of research projects related to LGBTQI2S human rights and inclusion and leads policy review, consultation and development. The director oversees a staff of five (5) and plays an important role in helping Egale achieve its mission, whereby Egale works to improve the lives of LGBTQI2S people in Canada and to enhance the global response to LGBTQI2S issues. Egale will achieve this by informing public policy, inspiring cultural change, and promoting human rights and inclusion through research, education and community engagement.

**Key Responsibilities**

**Organizational Planning and Advice**

- Provide advice on organizational values, strategic goals, planning and priorities, in concert with other members of the senior management team.
- Provide strategic, values-based policy advice to the Executive Director and senior management team regarding the promotion of LGBTQI2S human rights and equitable inclusion.
- Contribute to operational policy development and implementation.

**Operational Management and Team Building**

- Organize the departmental unit and establish procedures to meet departmental objectives.
- Organize and direct internal committees related to research and policy.
- Interview, hire and provide training and support to staff within the department.
- Regularly assess skills of team members in order to provide professional development opportunities that build toward the objectives of the department and allow for on-the-job learning.
- Cultivate team cohesion through team-building techniques that foster trust, innovation, and shared goal orientation.
- Evaluate and provide consistent feedback on project delivery and team performance.
- Direct projects and programs in accordance with the department’s Program of Research.
- Plan, administer and control budgets for projects, programs, services and equipment.

Research, Policy and Resource Development
- Lead and participate in the development of major and minor research projects relating to LGBTQI2S human rights and inclusion.
- Lead and participate in the provision of policy review, consultation and development for external partners and clients.
- Direct and advise policy researchers or program coordinators in conducting research, preparing documents, developing curricula and resources or administering programs and services.
- Coordinate application processes for research grants.
- Organize and direct staff, committees and/or working groups to plan, manage or evaluate projects and programs.

Communications / Community Engagement
- Assist in the review and approval of organizational communications, resources and other products to ensure accuracy of information and consistency in messaging, according to organizational values and policies.
- Develop new and oversee ongoing relationships with LGBTQI2S communities, leaders, and allies across Canada and abroad.
- Serve as a representative of the organization to external clients, funders, contractors, media and LGBTQI2S communities.
- Liaise with municipal, provincial and federal decision makers in order to advance LGBTQI2S equality and inclusion at all levels of Canadian society.
- Disseminate results and findings of research projects to LGBTQI2S communities, leaders, and allies across Canada as well as to the general public.

Desired Qualifications
Superior written communication skills.
High level of critical and logical thinking, analysis and reasoning.
Graduate degree in the social sciences or the humanities (e.g. education, equity studies, social work, political science, cultural studies, law/justice, public policy or related field) that includes a major research component.
Minimum 5 years’ experience in policy research and/or development.
Strong familiarity with LGBTQI2S communities and LGBTQI2S human rights and inclusion more generally.
Strong understanding of intersectionality and anti-racism anti-oppression (ARAO) practice, with a demonstrated ability to embed ARAO principles into research and documentation.
Experience utilizing both qualitative and quantitative methodologies, specifically within community-based research frameworks.
Project management experience.
Experience using NVIVO and statistical software programs.
An understanding of and deep commitment to Egale’s mission and vision.
Minimum 3 years’ experience managing a diverse team of researchers and policy analysts.

Additional Qualifications

Strong presentation skills, including developing presentations and addressing groups, both internal and external.
Bilingualism in English and French (oral and written) is a definite asset.
Robust organizational skill set.
Excellent interpersonal skills.
Willingness to participate in ongoing learning.
Strong knowledge of Microsoft software, including Word, Excel, etc.
Experience working in a not-for-profit, LGBTQI2S community, and/or social justice environment.
Valid driver’s licence is an asset.

Personal Attributes

A team player with an attitude of service and the ability to motivate others.
High degree of resourcefulness, flexibility and adaptability.
Exemplary interpersonal, analytical, organizational, communication, and conflict resolution skills with the ability to build bridges between complex stakeholder groups and individuals.
Excellent sense of discretion, judgment, tact, and diplomacy.
We’d Like You To Know…

Applications will be considered as they are received until the position is filled. While we thank all candidates for their application, only those selected for an interview will be contacted.

Accommodations are available on request for candidates taking part in all aspects of the selection process. If you require an accommodation (including alternate format materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.

Egale’s Statement on Employment Equity and Diversity
Egale Canada Human Rights Trust is committed to ensuring that members of traditionally marginalized groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work and volunteer opportunities with Egale as we recognize that a diverse work force and volunteer base are critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals and have resulted in the denial of their full participation in society.

Join Our Team and Be Part of Our Mission! To apply, please submit your application to jobs@egale.ca