

The Alberta Law Foundation (the Foundation) is an independent, non-profit, grant-making foundation that is the largest non-government funder of access to justice in Alberta. For over fifty years, the Foundation has pursued its vision of “Accessible justice for all Albertans” by providing funding for programs, projects and initiatives that conduct legal research and propose law reforms, improve Albertans’ knowledge of their legal rights and responsibilities, and help them effectively exercise their rights under the law. This includes supporting law libraries, public legal education and information, Indigenous people’s legal programs and community and student legal programs throughout the province.

The Foundation seeks a Director, Strategic Operations to join its dynamic and forward-thinking team.

This position is accountable to the Executive Director in advancing the mission and vision of the Foundation by leading the planning and execution of strategic initiatives, government relations efforts and strategic communications. Key responsibilities also include leading the development and execution of community engagement strategies, strategic planning, project management and data and impact evaluation in alignment with the Foundation’s strategic priorities and ambitions.

Key Duties and Responsibilities

1. Strategic Planning and Project Management:
 - Drive the development and implementation of the Foundation’s strategic plan.
 - Provide guidance and consultation on the organization’s overall strategic and operational planning cycle.
 - Research, assess and analyze sector trends and needs, and the political, legal and economic environment, to inform strategic decision-making.
 - Oversee project teams, set project plans, timelines and milestones, coordinate project resources and efforts, and ensure effective execution and delivery of strategic initiatives.
 - Develop and evolve the organization’s impact measurement framework and data and evaluation plans and processes.
2. External Stakeholder Engagement and Community Partnership Development:
 - Identify and cultivate strategic partnerships with other not-for-profit, community or academic leaders and organizations to establish mutually beneficial collaborations and initiatives.
 - Establish strong collaborative working relationships with key stakeholders in the legal sector, including Law Society of Alberta and Legal Aid Alberta.
 - Build and maintain connections across the broader access to justice sector, including those in other jurisdictions, to stay informed of innovative new practices and initiatives.
 - Lead the development and execution of community engagement initiatives, including Bridging the Gaps, and promote and facilitate sector coordination.
3. Government Relations and Strategic Communications:
 - Develop and lead the execution of the Foundation’s government relations strategy.
 - Develop and maintain relationships with government officials at various levels to stay abreast of changes affecting the legal landscape and funding priorities and advocate for policies and initiatives aligned with access to justice.
 - Oversee the development and execution of a strategic communications plan and manage external communications.

4. Organizational Leadership:

- Collaborate with the Executive Director, Program Director and the Director, Finance & Administration to provide organizational leadership and make key decisions on behalf of the Foundation.
- Provide leadership, direction and consultation in change management, risk management, policy development and implementation.
- Remain apprised of diversity, equity and inclusion practices and advise on learning opportunities and integration within the Foundation.
- Provide oversight and direction to the Research and Community Engagement Coordinator role, including fulfilling all hiring, supervisory, coaching and human resource lifecycle responsibilities.
- Attend board of director meetings and facilitate or lead discussion on specific agenda items, as required.

Education, Training and Experience

- Bachelor's degree in Law, Commerce, Business Administration, Public Policy, or related field. Advanced degree (e.g., JD, MBA) and/or project management certification (e.g., CMC, PMP) preferred.
- Minimum ten years of experience in the not-for-profit, human services, legal or policy sector, or a relevant combination of experience and education.
- Demonstrated success in developing and managing relationships and partnerships across a broad range of stakeholders.
- Experience in strategic planning, evaluation, and execution of complex initiatives.

Skills and Attributes

- Embodies the Foundation's values and aligned with its vision and mission.
- Exceptional interpersonal skills, with the ability to effectively engage with diverse stakeholders including government officials, community leaders, and internal team members.
- Strategic thinker with the ability to analyze complex issues, identify opportunities, and develop innovative solutions.
- Strong project management skills with a track record of leading cross-functional teams and delivering results on time and within budget.
- Strong negotiation and influencing skills to drive consensus and collaboration among stakeholders with competing interests.
- Excellent written communication skills; adept at crafting strategic and professional correspondence.
- Ability to thrive in a fast-paced, dynamic environment and manage multiple priorities effectively.
- Strong leadership acumen and intuition with the ability to foster the growth and development of team members.
- Ability to travel occasionally within the Province and across North America.
- Strong sense of humour.

The Foundation values diversity of all kinds including ethnicity, gender, experience, background and skill. We seek a team that reflects the diversity of our province and the communities we serve.

TO APPLY:

If you're ready to contribute your skills and enthusiasm to a mission-driven organization, we invite you to apply and become a valued member of our team! Please contact kim@forgeperform.com.