



**Job Title:** National Executive Director

**Contracted Position:** 120 hours per month / 12 months per year

**Organization:** Canadian School Boards Association (CSBA)

**Location:** Remote

**Start Date:** May 1, 2025

**Contracted Wage:** \$90/hr, \$130,000 annually based on 120 hours/month

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## About the Organization

The Canadian School Boards Association (CSBA), representing democratically elected school boards across Canada, is composed of provincial/territorial school boards associations. Collectively, these associations encompass over 200 school boards nationwide. Committed to promoting educational success for all students, the CSBA emphasizes the importance of locally democratically elected school boards. Through collaboration and the exchange of information among educational partners, the CSBA strengthens its advocacy efforts on issues of national significance. Of note, the CSBA offers professional development with the highlight being the Trustee Gathering on Education, Innovation and Reconciliation.

## Position Overview

The Canadian School Boards Association (CSBA) is seeking a visionary, relational, and bilingual leader to serve as its National Executive Director. This position provides a unique opportunity to lead national efforts in advancing publicly funded education systems governed by local school boards in Canada through strategic advocacy, collaboration, and the fostering of partnerships.

Reporting directly to the CSBA Board of Directors, the National Executive Director will play a pivotal role in guiding the organization's national priorities and initiatives, including Indigenous priorities, federal government relations, and partner group engagement. As a contractor of the CSBA, the successful candidate will receive operational support from member organizations and subcontractors (audit, for example).

## **Key Responsibilities**

### **Leadership and Strategic Direction**

- Provide leadership and execute the CSBA strategic goals and priorities.
  - See our current strategic plan here: [CSBA Strategic Plan](#)
- Implement the CSBA's policies and bylaws.
- Foster collaboration and partnership amongst provincial/territorial school board associations.
- Play a key role in the planning and implementation of the association's annual Congress and National Trustee Gathering on Indigenous Education.

### **Operational & Fiscal Management**

- Ensure the effective management of CSBA operations, in alignment with organizational goals.
- Develop the association's annual budget and ensure fiscally responsibility in all aspects of the association's operations.
- Explore and secure grants and other revenue sources to support the operational requirements of the CSBA.
- Work closely with the CSBA executive, member association presidents and executive directors/CEOs to ensure seamless communication and operational efficiency.

### **Indigenous Education**

- Implement the CSBA Indigenous education initiatives.
- Advance reconciliation through the integration of Indigenous perspectives in CSBA's policies and programs.

### **Advocacy and Government Relations**

- Ensure the development and implementation of a government relations strategy to promote the interests of the CSBA and member associations.
- Build and maintain strong relationships with federal government officials, departments, and agencies.
- Lead the federal advocacy efforts through direct planning and execution of the annual advocacy event in Ottawa.



## **Partner Relations and Engagement**

- Cultivate and maintain national partnerships with organizations to advance shared educational goals.
  - Serve as a liaison between provincial/territorial member organizations and external partners, promoting collaboration.
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## **Qualifications, Experience and Competencies**

- Bilingualism: In English and French.
- Proficiency in Indigenous language(s) is considered an asset.

### **Education and Experience:**

- Post secondary degree in education, public administration, or a related field.
- Significant leadership experience, ideally within a national or provincial education organization or similar context.
- Proven success in government relations, advocacy, or lobbying efforts.
- Experience working with national, provincial/territorial, and/or Indigenous governance structures is an asset.

### **Skills and Attributes:**

- Relational and collegial leadership style, fostering collaboration and trust.
- Visionary thinker with the ability to inspire and guide diverse perspectives.
- Demonstrated ability to lead and align strategic initiatives to the organizations strategic plan.
- Strong understanding of the Canadian education system and its challenges and opportunities.
- Proven ability to communicate effectively and strategically collaborate with a diverse group of partners with competing interests and needs.

## **Additional Information**

The National Executive Director can be based anywhere in Canada, with travel required to meet with the board of directors, partners, government officials, and member organizations. The expectation is general availability on business days with reduced requirements over the summer months. There will also be evening and weekend requirements from time to time based on board and committee meeting and travel schedules.

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## **How to Apply**

Qualified candidates are invited to submit a detailed resume and cover letter to [csbaedapplication2025@gmail.com](mailto:csbaedapplication2025@gmail.com) by March 23, 2025. Applications should highlight relevant experience, qualifications, and a commitment to advancing public education in Canada.

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The Canadian School Boards Association is committed to fostering diversity and inclusion and welcomes applications from all qualified individuals, including those from Indigenous communities, racialized groups, and individuals with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.

All applications will be kept confidential.

Applicants will be contacted to indicate receipt and status of their application.