



CANADIAN
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CANADIAN UNITARIAN COUNCIL JOB POSTING

Executive Director January 2026

The **Canadian Unitarian Council (CUC)** is the national organization of Unitarian and Unitarian Universalist member congregations and affiliated organizations. Our mission is to nurture inclusive communities, grounded in love, justice and interconnection. The CUC is guided by Unitarian*Universalist¹ Principles and Aspirations. We are in the midst of transformation and looking for a dynamic Executive Director to join us on this journey.

Further information is available at cuc.ca.

Summary:

The CUC seeks a full-time Executive Director to work in collaboration with an active Board of Trustees to lead the CUC. The Executive Director will be responsible for the successful management of the CUC and development and implementation of workplans in accordance with the strategic direction of the CUC.

The CUC is in a period of transition, prioritizing long-term thriving and sustainability. We are leaning into curiosity, creativity, and innovation as we imagine a relevant, responsible, and effective model for the future. We seek an Executive Director who will provide steady, values-based leadership through change, maintaining a consistent, positive shared vision while guiding organizational transition.

The Executive Director must have strong skills in clear leadership, building relationships, and managing organizational administration and finances. They have knowledge and experience with Unitarianism and Universalism, knowledge of the Canadian context and a collaborative commitment to supporting member congregations and the long-term sustainability of Unitarian Universalism in Canada.

Reporting: This position reports to the Board of Trustees.

Hours: This is a full-time position with hours that fluctuate seasonally with a general expectation of 37.5 to 40 hours/week.

To apply: Send a resume and cover letter to edposition@cuc.ca by **February 21, 2026**.

¹ Refers to Unitarian, Universalist, Unitarian Universalist, and Unitarian and Universalist.



Job Responsibilities:

The Executive Director is responsible for:

Leading with Values

- Model UU values in leadership, decision-making, and relationships
- Lead with integrity, focus and resolve
- Work with the staff and Board to create a shared vision and work collectively toward its implementation

Thriving Relationships

- Build positive and mutually enhancing relationships with CUC's member congregations and related communities, providing them support and increasing their engagement with the CUC
- Foster healthy, collaborative relationships with, and among, staff
- Maintain good and effective relations with the Board
- Engage and involve volunteers
- Liaise with external stakeholders, such as the UU Ministers Of Canada, the Unitarian Universalist Association and other organizations, and build and nurture CUC's national and international partnerships

Inspired & Effective Staffing and Organizational Leadership

- Ensure appropriate staffing within the approved budget to meet the CUC's priorities
- In consultation with the Board Executive Committee, establish the need for staff hires and dismissals/departures
- Manage HR hiring, performance, employment contracts, job descriptions in accordance with the CUC Human Resource Policy Manual
- Establish annual workplans with staff and hold regular check-ins
- Value the staff team, board, and members as individuals with diverse gifts and skills

Managing Change

- With input from the Board of Trustees, staff, and others as appropriate, assess the organizational needs and recommend operational changes to support long-term sustainability of the CUC
- Lead operational change processes grounded in CUC values

Program Development, Implementation, and Review

- Develop and oversee workplans, goals, and budgets for new and existing programs for board review and approval



- With input from Board, staff, and member participants, regularly evaluate performance of programs

Board Support and Governance

- Support the Board in its work of governance, high-level oversight, strategic planning, vision-driven leadership, and policy development
- Ensure the Board is consistently well-informed about projects, initiatives, and progress
- Provide or arrange for consistent administrative and logistical support to the Board
- Maintain full transparency through regular reporting and honest conversations
- Identify emerging opportunities and risks
- Provide regular updates on strategic progress and risk management to Board and staff
- Provide or arrange the provision of professional advice (legal, financial, operational, etc.)

Meetings and Events

- Coordinate CUC events, including the Annual General Meeting, national conferences, board and staff retreats, online events and others as necessary. As these may take place on evenings and weekends, the ED must be available and present at those times.

Maintaining Administration and Finance

- Oversee administrative operations, including reporting, finances, audits, payroll, and compliance
- Ensure compliance with CRA charitable requirements, the Canada Not-for-Profit Corporations Act, and employment standards
- Provide administrative and logistical support to CUC Committees and Task Forces
- Work with the Board Treasurer and Finance and Investment Committee to develop the CUC annual budget
- Manage income and expenses within the member-approved budget
- Work with the Fractional Controller, Treasurer and Finance and Investment Committee to ensure regular accurate financial reporting throughout the year
- Meet with our Investment manager as necessary and have a thorough knowledge of our Investment and Financial policies
- Maintain and implement organizational policies (e.g., HR, financial, conduct, equity) and ensure Board members and staff are apprised of these policies and any changes in policy
- Ensure management of CUC office and physical assets

Communications

- Work with communications staff to ensure clear, timely and appropriate communications are provided to member congregations, stakeholders and the public
- With appropriate staff, regularly assess which communications are most effective and allocate resources accordingly



- Serve as staff representative to the National Voice Team (ED, Board President, UU Ministers of Canada President)

Other Duties as Assigned:

The Executive Director is ultimately responsible for the operation of the CUC. If something needs to be done, it is the Executive Director who ensures that it is managed or appropriately delegated.

Attributes/Qualifications:

Education/Experience

- Masters degree in a related field (e.g. not-for-profit management, Public Administration, or similar) or equivalent experience
- Minimum of 3 years work experience in managing a not-for-profit organization
- Strong understanding of Unitarian Universalism; knowledge of congregational dynamics is an asset.
- Experience working with a Board and understanding of Board & ED roles
- Experience in leading organizational transitions
- Experience with financial management and oversight

Administrative

- Excellent oral, written, and interpersonal communication skills
- Facility and experience with spreadsheets, budgets, and workplans
- Experience in nonprofit fundraising
- Strong leadership, project management, and organisational skills including prioritization, multitasking, and time management.
- Proficiency with common office and communications technologies (including WordPress, QuickBooks Online, DonorPerfect, PayWorks, G-Suite, Mailchimp) and/or willingness to learn existing and new technologies

Personal Skills

- Ability to think big picture and long term while being able to attend to details
- Calm, non-anxious, able to handle challenges, not take things personally, and model equanimity and confidence
- Excellent at building and nurturing relationships, dealing well with conflicts and embracing differences of opinion
- Flexible, able to pivot, solve problems creatively
- Ability to prioritize and establish/maintain boundaries
- Grounded spiritually
- A sense of humour is essential
- Diplomacy, including solid negotiation, conflict resolution and relationship skills.



Other

- Must be eligible to work in Canada
- Ability to speak French and/or a second/third language would be an asset

Working Conditions

- Home office or ability to work in CUC office based in Toronto.
- Attendance required at the AGM, National Conference (when held), Board meetings, Board and staff planning sessions, and select regional events Meetings are most often held virtually, with occasional in-person sessions.
- Flexibility to work occasional weekends and occasional evenings (to accommodate staff and Board in other time zones; and event times appropriate for working UUs).
- Must be medically fit to travel by air multiple times a year.

Compensation and Benefits:

Salary is in the range of \$100,000 - \$105,000 per year depending on experience and skills. An annual salary adjustment is made to reflect CPI. This position is entitled to the CUC benefits package which includes RRSP contributions and health benefits following a 3-month period.

This is a permanent position with a 1-year probationary period.

Application:

Please send a resume and cover letter to edposition@cuc.ca by **February 21, 2026**. We will be interviewing qualified candidates beginning in late February/early March, 2026. Flexible start date, with a target of May 4, 2026.
