



Associate Director of Policy Development

The Canadian Coalition for Good Governance (CCGG) is looking for an Associate Director of Policy Development to join our team in Toronto.

Job Description and Requirements

The Associate Director of Policy Development ideally should be an experienced lawyer with a background in corporate/securities law and governance matters (including related environmental and social aspects), in particular as they relate to institutional shareholders. Reporting to the Executive Director, the Associate Director of Policy Development is responsible for assisting the Executive Director in identifying governance issues, undertaking or coordinating research relating to governance and staying abreast of emerging governance developments, as well as developing and drafting member communications, policies, submissions and other documents for consideration by CCGG member committees and the CCGG Board of Directors. It is anticipated that the Associate Director of Policy Development will participate in the CCGG board engagement program and may from time to time speak on behalf of CCGG at conferences and events. The Associate Director of Policy Development acts as Corporate Secretary to the Board of Directors and is responsible for the CCGG staff and office in the absence of the Executive Director and may be assigned various other tasks based on the needs of the organization.

About CCGG

CCGG was formed to promote good governance practices in the companies owned by our Members (some of the largest and most renowned institutional investors in Canada). Coalition Members believe that good governance practices contribute to a company's ability to create value for its shareholders.

Representing the interests of institutional investors, CCGG promotes good governance practices in Canadian public companies and the improvement of the regulatory environment to best align the interests of boards and management with those of their shareholders.

The coalition is currently comprised of 49 institutional investors Members that collectively manage almost \$4 trillion in assets on behalf of pension funds, mutual fund unit holders, and other institutional and individual investors. A list of our Members and Associates is set out on the Membership page of our [website](#).

Why CCGG?

- Collegial and respectful environment: CCGG senior management is very accessible, responsive, and understanding. There are no horse races at CCGG. Everyone is genuinely interested in their colleagues being as successful as possible. Expect senior management and CCGG board members to give credit where and when it's due.
- Exposure: Through regular meetings of the CCGG board and committees and through in-person meetings with public issuer boards, CCGG provides exposure to some of the leading institutional investors in Canada and the largest Canadian public companies.
- Flexibility: There is considerable flexibility in setting one's schedule.
- Even distribution of workload: Generally, work is spread consistently and is not heavily weighted towards certain times of the year, such as proxy season.
- Creativity: There is plenty of room for creativity and everyone is provided with a certain percentage of time (approximately 10%), to work on projects as they see fit. There is also an opportunity to share and discuss views and ideas with CEOs and CIOs of some of the most renowned institutional investors in Canada.
- Conveniently located: CCGG's office space is conveniently located in the business district of downtown Toronto.

Application process

If you are interested in joining our team please send the following documents to jobs@ccgg.ca:

- A detailed cover letter describing what makes you a good candidate and why you would like to pursue a career at CCGG
- A resume